Dalgety Bay Primary School
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.

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<tr>
<th>Educational Outcomes focusing on</th>
<th>Employability Skills focusing on</th>
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<tr>
<td>Improving Outcomes for Learners including a focus on raising attainment in Literacy and Numeracy</td>
<td>Universal learning programmes to ensure all young people learn about careers and develop recognised employability skills</td>
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<tr>
<td>Developing Excellence in Learning and Teaching</td>
<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>Building an excellent Curriculum</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>
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<tr>
<td>Breaking the cycle of disadvantage including reducing the attainment gap</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>
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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 school. Should you have any further enquiries, please do not hesitate to call in at the school where we shall be pleased to help you.

Dear Parent

Welcome to Dalgety Bay Primary School.

This booklet contains general information about our school, our aims and the broad general education we deliver.

My colleagues and I firmly believe that working in partnership with parents and the wider school community is essential to ensure the best learning experiences for our pupils.

Within Dalgety Bay Primary School we promote high standards across all aspects of school life including teaching, learning, behaviour and school uniform. We believe that these expectations encourage learners to strive for success in all aspects of school life.

I understand that some families may have questions which are not answered within this booklet and would ask that you contact the school if you require further information.

Yours sincerely

Laura Spence
Headteacher
SCHOOL ETHOS

In Dalgety Bay Primary, our school ethos is based on the United Nations Convention on the Rights of the Child. Our pupils have developed class charters which supports our vision for our school. We are committed to recognising pupils' excellent behaviour, effort and achievements. To support this, we host a number of enrichment activities for pupil to participate in. We also encourage parents to share pupil success out of school. We see pupils voice as an essential element to our school and promote this across all stages.

Within Dalgety Bay Primary School, we operate a house system. All pupils are members of a house and throughout the year house points are awarded for achievement and effort.

We also have close links with our community. Local ministers, Christine Sime (Dalgety Bay Church) and Ross Brown (Inverkeithing Baptist Church) visit the school regularly and interact with the children in nursery and each class. At the end of each term, we hold a service which both ministers attend. Throughout the year there are other ways in which we support the wider community including partnership working to support local initiatives.

OUR MISSION STATEMENT

At Dalgety Bay Primary School we provide a secure, caring and happy environment for all. We value, support, encourage and provide opportunities for individuals to fulfil their potential as successful, responsible and life-long learners.

OUR AIMS

1. We aim to provide a broad and balanced curriculum, using appropriate and effective resources, to motivate and support pupils, parents and teachers.
2. We aim to challenge the capabilities of all to reach their full potential through high expectations and support.
3. We aim to provide a stimulating environment where each pupil's emotional, physical, social and cultural needs are supported and developed.
4. We aim to create a welcoming ethos in which everyone shares a sense of pride in their school.
5. We aim to initiate a close liaison between home and school.
6. We aim to encourage happy, confident and responsible children who have a high level of self-esteem.
7. We aim to develop the children's natural curiosity about themselves and their own environment.
8. We aim to encourage imaginative, expressive and creative skills and to provide opportunities for children to create, construct, experiment, investigate and explore.
BUILDING

The school is situated in the centre of the town, serving the eastern expansion, close to the town shopping area and within a mile of the railway station. The main building was completed in 1969 with a purpose built nursery completed within the campus in 2001. The school has large grass playing fields as well as concreted play areas and enjoys views across the river Forth to Edinburgh.

The school currently has 14 rooms in the main building designated as classrooms. There is further provision of a gym hall with stage, music room, computer suite and a support for learning base. Two rooms for nursery provision and additional staff areas are provided within a dedicated nursery building.

Disabled access is available to ground floor classes, the Nursery and the school hall.

CAR PARK

The car park is for staff and visitors only as it can become very congested and the drive thereto is very narrow. Parents dropping off and collecting children are requested therefore to allow children to alight and enter cars on the pavement side of the road to the south of the school. The use of the carriage drive to the car park by pedestrians is contrary to the regulations of the Scottish Education Department.

Our Travel Plan hopes to encourage all pupils to walk to school. We would ask parents to consider parking at the church and walk the short journey to school.
CONTACT DETAILS

Headteacher: Laura Spence

Address: Dalgety Bay Primary School, St Bridget's Brae, Dalgety Bay, Dunfermline, Fife, KY11 9LT

Telephone No: 01383 602454

Email: dalgetybayps.enquiries@fife.gov.uk

School Roll (P1-7): 370

Nursery Roll: 100

Other Information

School Leadership Team:

Headteacher - Mrs Laura Spence

Depute Head - Ms Amanda Robertson (Nursery - P3)

Depute Head - Mrs Colleen Thomas (P4 - P7)

It is important to us that families have a positive experience of our school. If any parent has a query or concern they can contact us by:

- Telephoning the school office (01383 602454) to speak with or make an appointment with a member of the School Leadership Team.
- E-mailing our school at dalgetybayps.enquiries@fife.gov.uk
- Writing a letter to your child's teacher or a member of the School Leadership Team
- Making an appointment with your child's teacher or a member of the School Leadership Team at the school office.

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 child is Laura Spence.
SCHOOL HOURS

Morning Session
P1 - P7 - 9.00 a.m. - 12.35 p.m.

Interval
10.40 a.m. - 10.55 a.m.

Afternoon Session
P1 - P7 - 1.20 p.m. - 3.00 p.m.

Nursery Sessions

Full Day
Monday & Tuesday OR Wednesday & Thursday - 8.30am - 4.25pm

Extended Sessions
Monday - Thursday - 8.30am - 12.28pm OR 12.32pm - 4.30pm

3hr 10min Sessions
Monday - Friday - 8.30am - 11.40am OR 12.40pm - 3.50pm

Our nursery offers 3 session options - please see link http://fifedirect.org.uk/earlyyears/ for more information and a breakdown of session times.

SCHOOL UNIFORM

As a school we want to instil a sense of pride in being part of the Dalgety Bay learning community and therefore seek to promote a smart and uniformed dress code which encourages a positive ethos and sense of belonging to the school.

We believe that wearing full school dress also promotes:

· self-discipline and the fostering of positive attitudes to school
· improved security within school and on excursions
· reduction in bullying and victimisation from peer pressure to wear fashion items
· assistance for parents in terms of economic and practical issues

We would hope that parents/carers will give full backing to the school in promoting the wearing of correct school uniform. All pupils should take a pride in identifying with the school. Expectations about student dress apply to attendance at sports fixtures and excursions organised by the school or where a pupil is representing the school.

As from August 2016, we will be a tie promoting school and would encourage all pupils to come to school wearing our school tie.

P1 ties are kindly gifted by the PTA
P2-6 ties can be purchased from the school office.

Senior ties are kindly gifted by the PTA at the start of P7.

Elasticated ties are also available to buy.

**SCHOOL UNIFORM**

The following list details acceptable items of wear within school:

- school tie
- white shirt/polo shirt
- plain navy cardigan/jumper/tank top
- navy or black skirt/trousers/knee-length shorts
- navy pinafore/navy gingham summer dress
- navy/white/black socks or tights
- **plain black** school shoes/boots/trainers

*All tops can be worn with or without our school badge.*

*Navy and black are our school colours. We also remind parents/carers that black should not be worn on top. Where possible, please keep socks/tights in keeping with school colours.*

The following examples are not acceptable items of wear within school:

- hat/cap/scarf
- football or sports tops
- jeans/leggings of any colour/style
- coloured/hooded/zip tops
- brightly coloured tights
- coloured shoes/boots/trainers

Please support the school by purchasing the correct items of school dress and ensuring they are worn daily.

*All items of clothing should be clearly labelled with your child’s name.*

**PE KIT**

The Scottish Government recognises the positive impact physical education can have on a pupil's health, educational attainment and life chances and that it can form a key element of a school's plan to deliver the broad health and wellbeing outcomes and experiences contained within Curriculum for Excellence.

This includes a commitment that every school pupil in Scotland will benefit from at least two hours per week of physical education in primary school and therefore we would appreciate
your support in ensuring your child has both an indoor and outdoor PE kit at all times in school.

**INDOOR**
- plain white t-shirt (with or without school badge)
- navy/black shorts/cycling shorts/leggings
- plain plimsolls/non-marking clean trainers/deck shoes (for indoor use only)

**OUTDOOR**
- plain t-shirt (with or without school badge)
- plain tracksuit/leggings/jogging bottoms
- plain jumper/sweatshirt/hooded/zip top
- trainers/deck shoes (for outdoor use only)

Long hair should be tied back.

All jewellery should be removed.

**Our school uniform can be ordered from**
http://www.border-embroideries.co.uk

**PC/ PTA (Parent Teaching Association)**

Our school has a PC and a PTA group. The PTA supports our school with fundraising and organising events in order to raise money to support pupils in school. The headteacher attends the Parent Council and the PTA. Local Councillors are also invited to attend.

If you wish to join the PTA they meet on the last Monday of each month. The Parent Council meets once a term. Please contact the school for dates of these meetings.

**SCHOOL CLOTHING GRANT**

We can provide free school meals and a school clothing grant of £100.00 per child if you are on a low income.

To qualify for free school meals and school clothing grant you must be in receipt of one of the following:

- Income Support
- Job Seekers Allowance (Income Based)
- Employment and Support Allowance (Income Related)
- Child Tax Credit only with annual income below £16,105
- Child Tax Credit & Working Tax Credit with annual income below £6420
- Support under Part VI of the Immigration & Asylum Act 1999
• Universal Credit including those with a take home of pay of up to £610 per month
• Long Term Incapacity Benefit (school clothing grant only)
• Widows Allowance if not in full time employment (school clothing grant only)
• Child Tax Credit & Working Tax Credit with annual income below £16,105 (school clothing grant only)

If you don't meet this criteria but your child is in P1-3, they can still receive free school meals. Free school milk will only be given if the above criteria is met.
ENROLMENT

Children who reach the age of 5 on or before 31 August 2019, must normally start school in August 2019. Children who reach the age of 5 after August 2019, but before 29 February 2020, may also start school in August 2019, though parents are not obliged to send their children to school until the first entry date after their fifth birthday.

Parents of children in either of these categories are asked to enrol their child at their catchment school before Friday, 25 January 2019.

Choice of School

Parents have the right to make a placing request for the school they wish their child to attend. This applies whether the child is about to start school or whether he/she is already attending primary, secondary or additional support needs school. Parents wishing to send their child to a school other than the catchment school should apply to the school of their choice as soon as possible and, in any case, before 15 March 2019. Parents must also enrol their child at their catchment school to ensure a place is available if a placing request application is refused.

Headteachers must provide information to parents on how to make a placing request for the school of their choice. In the case of children starting school for the first time ‘Choosing A School – A Guide for Parents’ is available online at www.scotland.gov.uk. Individual school booklets will be provided by the Headteacher of individual schools and can be accessed online at www.fifedirect.org.uk. School catchment areas can be accessed online at www.fifedirect.org.uk/catchmentchecker

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](http://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](http://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>
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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). Paid on iPayimpact.

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 Primary Schools, and currently costs 24p per carton (from 1st April 2019 to 31 March 2020).

Available daily at lunchtime. Milk money is collected every so often. Notices will be put in newsletters regarding this.

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.
CURRICULUM

Fife schools follow Curriculum for Excellence, a national framework which is providing our children with learning experiences and opportunities to prepare them for learning, life and work in a changing world. Children learn actively in eight different curricular areas following a curriculum designed by each school to reflect their particular needs and circumstances.

All schools follow the same principles in designing the curriculum, aimed at ensuring that children have the experiences and opportunities to become –

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

Literacy, numeracy and health and wellbeing are addressed throughout the curriculum and children's wider achievements are fully recognised and celebrated, reflecting the value given to wider learning and children’s experiences out of school.

Children are fully consulted throughout their learning and in decisions about what they learn and how they learn it. There are opportunities throughout the school year for parents to receive information and be consulted upon the curriculum children are following, particularly in relation to more sensitive aspects of learning.

Religious and moral education is a core subject for all pupils attending primary and secondary schools in Scotland. Schools also provide opportunities for religious observance in order to promote the spiritual development of the school community. Parents can choose to withdraw their children from participation in religious education or religious observance. Parents wishing to do this should contact the headteacher. The school will make arrangements for pupils to participate in a suitable alternative activity.

Further information about the curriculum is available on the school website, and more general information regarding Curriculum for Excellence can be found at Parentzone (http://www.educationscotland.gov.uk/parentzone), a national resource developed by Education Scotland on behalf of the Scottish Government.

At Dalgety Bay Primary we have many opportunities for children to participate in extra-curricular groups. Some of these take place at lunchtime and some of them take place after school. Most of the clubs are run by teachers, but some are run by Fife Council's Active Schools Team. The clubs we currently have on offer are: Chess, Football (for girls and boys), Athletics, Choir, Basketball, Hockey, Badminton. From time to time we will have groups running at lunchtime e.g. homework clubs.

At Dalgety Bay Primary, we believe that children should have the opportunity to experience many different sports and we will run 'taster' sessions throughout the year. These have included: Highland Games, Judo, Taekwondo, Karate, Dance, Highland Dancing, etc.

We enter many festivals run by Fife. In 2013, we were named the joint winners as we had won points for every festival and every placing we had. We have many talented pupils where sports are concerned. We also have the excellent services of a former Headteacher who coaches our children in athletics and football.
There are opportunities for the children to be involved more specifically in the running of the school. There is a Pupil Council which has a representative from every class. There is an Eco Council, which has a representative from each class. There is also the chance to be involved with Rights Respecting School. We have a Bike Crew who have been trained to oversee the bikes of the pupils who cycle to school.
ASSESSMENT AND REPORTING

Assessment

Broadly, across Fife primary schools two forms of assessment are used to support your child’s development:

Summative assessment- which focuses on measuring current performance in terms of how successful the learner has been measured against national benchmarks, and formative assessment which gathers information about pupils’ learning which is then used to help plan next steps in learning. Both types of assessment help teachers improve their teaching and the support they give to their pupils.

Summative assessment takes the form of standardised classroom based tests which measure how well your child is performing for their age and stage. Their purpose is not to compare your child with others but to provide the school with information to ensure that your child’s learning needs are being addressed.

Formative Assessment is an integral part of your child’s day to day learning and provides a range of information to support your child in moving their learning forward. This less formal assessment takes many forms including observing children’s engagement in classroom tasks and providing individual feedback to pupils to support them in identifying their own next steps in learning.

We continually monitor and track each child’s progress. We do this by setting targets for and with each child, tracking their progress through the targets and carrying out formal assessments.

Assessment for Excellence (AfE) assessments are carried out in P1, P3, P5 and P7. These are online assessments and are carried out throughout Scotland. We have an IT suite in Dalgety Bay Primary and pupils carry these online assessments out there. P1 pupils do their online assessments individually with an adult to support them in the actual process.

We have check-up assessments which are carried out in Literacy and Numeracy. These will confirm to both teacher and pupil, what the pupil's next steps will be.

With our Accelerated Reader Programme for P5-7 pupils, an assessment (Star Reader Test) is carried out at the beginning of each term and then targets, for each pupil, are then set.

Reporting

In all Fife schools teachers’ reports about each pupil’s learning play an important part in providing useful feedback about learning, for parents and carers and for other teachers and adults concerned with the young person’s learning, progress and achievements.

Effective, constructive feedback to parents should be clear, positive, specific, supportive and give an honest appraisal of pupils’ progress. Feedback will be provided for parents at parents’ meetings and in formal written reports. Formal written reports will be based on the personal learning planning and informal records that have been shared with pupils and parents regularly throughout the year. Reports provide an overall summary of progress, achievements and next steps in learning in line with Curriculum for Excellence.

There will be two parent evenings per session. This gives each parent an opportunity to
speak with the teacher regarding their child's progress in school.

At the end of each session, in June, a formal Curriculum for Excellence (CfE) report will be issued to each child. This report will detail your child's progress, attitude to work, and the CfE levels they are currently working on.

If you have any queries about your child’s progress, you should contact the school and make an appointment to meet with either your child's teacher or a member of the School Leadership Team.
INSTRUMENTAL INSTRUCTION

Children who show musical promise may qualify for instrumental instruction. The types of instrument offered by Fife Education and Children's Services are violin, viola, cello, double bass, clarsach, woodwind, brass, piano/keyboard, bass guitar, guitar, percussion, chanter or pipe band drumming. The type of instrument available differs from school to school and generally only one type will be available to children in a school.

There is a charge for tuition. The rate may be subject to change but the current rate would be notified at the time of interview. This may be paid in instalments or by Direct Debit and concessions may be available.

Please tell the Headteacher if you do not wish your child to be considered for instrumental instruction.

ATTENDANCE

If your child is enrolled in school, you are legally obliged to send your child to school on a regular basis. To prevent any misunderstanding, please contact the school immediately if your child is not able to attend. Please send an explanatory note with your child when he/she returns to school; otherwise the absence will be recorded as unauthorised.

In occurrences of long term illness it may be possible for instruction to be given at home on a part-time basis.
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.

School Nursing Service

Each school has access to the school nursing service. If you wish to contact your School Nurse please speak to your school.

School Based Immunisation Programmes

All pupils will be offered to participate in The Scottish School Based Immunisation Programme that is led by Fife Health & Social Care Partnership in partnership with education.

Parents will be notified and invited to participate by the Centralised Immunisation Team when the age appropriate immunisation programme is to take place within their child’s school.

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 (Laura Spence) who will deal with all child protection issues and with whom any concerns can be discussed.
TRANSPORT

Our current policy offers free home-to-school transport to primary school children who attend their catchment area school and live more than one mile from it and to secondary school children who attend their catchment area school and live more than two miles from it. Distances are measured by the shortest available walking route for an accompanied child. However, if you choose a school other than your catchment area school, the Council will not provide any assistance with the cost of transport.
SUPPORT FOR PUPILS

Some children require additional support to make progress in school. Such support takes a range of forms – extra consideration by their class teacher, use of IT to support learning, support from a Pupil Support Assistant, time with a support teacher and in a few cases an alternative placement to, for example an additional support needs class. 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 school staff at a parent’s evening or make an appointment to discuss this at another time. School 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 of the school.

Each class teacher will ensure learning needs are met in their class 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 school. 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 school, 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 school, it may be helpful to involve an educational psychologist or education officer. The school 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’.

**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**

As a parent, there are many ways in which you can be involved with the school. You can join the PTA if you want to be more specifically involved. We also like to have volunteers helping in many different ways. If you would like to volunteer to help, we would advise you to become PVG registered.

There are workshops and information events held throughout the year. We are very keen to involve parents in the school improvement process and would urge any parents who are interested in participating to contact the school office.

There may be occasions when a parent wishes to know about a specific teaching and learning strategy. On occasions like this, it is important that parents contact the school so that we can advise them of how to support their child's learning.

Throughout the school year we have "Together Times" when you can spend time in your child's class. You will be informed of these dates at the beginning of the school session. There are often other times when you will be invited in to class, for example, during specific project activities.

We hold two parent evenings each year. You will be given a 10 minute appointment to meet with your child's teacher and their progress will be discussed. However, if you wish to speak with your child's teacher at any other time, please make an appointment at the school office.
THE SCHOOL TO WHICH YOUR CHILD WILL TRANSFER

On completion of primary education the normal arrangement is for children to transfer to the catchment secondary school associated with their home address. However parents can make a placing request to attend a secondary school other than the catchment school and further information on how to do this is available in the booklet, Choosing a school – a guide for parents, which is available online at [www.scotland.gov.uk/Publications/2010/11/10093528/0](http://www.scotland.gov.uk/Publications/2010/11/10093528/0).

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

- We constantly evaluate and assess our journey as a school and the learning journey for our pupils.
- For each session, we develop a School Improvement Plan which details our plans for the new session. We also have an Action Plan which details the work of each working party, made up of staff, parents and pupils, where applicable. Copies of these documents are available on the school website or from the school office.
- These plans also detail the achievements of the school over the last session.
- The School Improvement Plan is developed collecting information through a continuous evaluation process involving all members of the school community.

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:

We are in the process of updating many of our policies.
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

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If you need to have this document in large print, braille, audio CD/tape, or British Sign Language interpretation, please call 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.

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Informacje zawarte w tym dokumencie mogą zostać udostępnione w wersji drukowanej dużą czcionką, w alfabecie Braille’a, w wersji dźwiękowej na płycie CD/taśmie lub w tłumaczeniu na brytyjski język migowy – prosimy o kontakt pod numerem 03451 55 55 44.

Koszt połączenia wynosi 3-7p za minutę z brytyjskich telefonów stacjonarnych, koszty połączeń z telefonów komórkowych mogą być różne.

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ขอให้กล่าวโดยผู้ที่รู้สึกว่าไม่สามารถอ่านได้ สามารถขอรับการแปลเป็นสถานะบรรยาย หรือภาษาอังกฤษทางโปรแกรมได้โดยติดต่อที่ 03451 55 55 44.

ค่าโทรศัพท์จะเก็บ 3-7 แต้มต่อนาทีในเครื่องโทรศัพท์เบอร์โทรทั่วประเทศเจริญ, เครื่องโทรศัพท์เบอร์โทรทั่วประเทศเจริญ, เครื่องโทรศัพท์เบอร์โทรทั่วประเทศเจริญ. ค่าโทรศัพท์ที่ต่างจากเครื่องโทรศัพท์เบอร์โทรทั่วประเทศเจริญ, เครื่องโทรศัพท์เบอร์โทรทั่วประเทศเจริญ, เครื่องโทรศัพท์เบอร์โทรทั่วประเทศเจริญ.