Guardbridge 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.

<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>
<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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<tr>
<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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<thead>
<tr>
<th>Equality and Equity focusing on</th>
<th>Enhancing Opportunities for Vulnerable Groups and Individuals Most at Risk</th>
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<tbody>
<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>
</tr>
<tr>
<td>Early Years</td>
<td></td>
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<tr>
<td>Supporting children, young people and families</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

The following notes are intended to provide you with information about Guardbridge Primary, covering areas of particular interest and importance to parents and indicating the educational aims for your child.

The teaching team at Guardbridge greatly values the interest and co-operation of parents in working together to achieve the best possible education for all children.

This booklet aims to be sufficiently informative without becoming too detailed. There may well be specific areas, however, where you would wish further information. If this is the case, please feel free to contact the school personally.

Yours sincerely

Mrs Kate Balsillie
Headteacher
SCHOOL ETHOS

Our school vision is to offer a wide curricular experience in which we provide opportunity to excel, taking advantage of the richness of our context and the support from strong partnerships with parents and the wider community; resulting in all pupils achieving positive destinations and a fulfilling future.

Our values of Respect, Responsibility, Ambition, Kindness and Equality can be seen across the school in the actions and interaction of all staff and pupils. Our school motto 'Be the best version of you each day' helps guide us in our actions, responses and decisions to fulfil our aspirations and achieve all that we can.

Peer support, team work, growth mind-set and independence are integral to our wide curricular approach. We utilise the outdoors and the wider community to enhance curricular delivery where appropriate and active learning approaches support acquisition and consolidation of concepts.

Our pupils all participate in school committees which work to support and enhance the school.

Amongst others, our school works in close partnership with:

- Active Schools
- Guardbridge Community Council
- Guardbridge Community Development Trust
- Strathkinness Primary School and the wider cluster of Madras College
- St Athernase Parish Church
- St Andrews University
BUILDING

Pupils and adults who have mobility difficulties can access all of the school.
CONTACT DETAILS

Headteacher: Mrs Kate Balsillie

Address: Guardbridge Primary School, Innerbridge Street, Guardbridge, Fife, KY16 0UZ,

Telephone No: 01334 659419

Email: guardbridgeps.enquiries@fife.gov.uk

School Roll (P1-7): 40

Other Information

School operates an open door policy and all parents can contact school to raise concerns, share information or arrange appointments.

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 Mrs Kate Balsillie.
SCHOOL HOURS
Morning: 9.00am - 12.30pm
Interval: 10.30am - 10.45am
Lunch: 12.30pm - 1.20pm
Afternoon: 1.20pm - 3.05pm

SCHOOL UNIFORM
Red sweatshirts and fleeces, and white polo shirts, all of which bear the school logo, can be ordered through the school office. Dark grey or black trousers/skirts are preferred.

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 schools 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
## 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>Thursday 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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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>Monday 03 July 2020</td>
<td>Friday 14 August 2020</td>
</tr>
</tbody>
</table>

### 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). Money for school meals is collected weekly, on a Monday morning.

**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).

Money for school milk is collected in advance for the whole term.

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 Guardbridge Primary School the children are consulted on aspects of school life, including their own learning. They decide some of what they will learn and how best to learn it. Over a school year the children have lots of opportunities which enhance learning. School works closely with our Active Schools Co-ordinator, who provides regular taster sessions with the opportunity for pupils to take up any activities they are interested in. School offers tuition in Recorder and Chanter. Pupils in P4-7 receive MLPS - German tuition. School offers a variety of After School/Lunchtime Clubs. Pupil voice is encouraged through participation in Pupil Council, Eco Committee, JRSO and Health Promotion groups.
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.

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.

Within our school staff and pupils share Personal Learning Plans where targets are detailed and progress reviewed and evaluated regularly. Two parent evenings are offered, End of Year Reports are issued and opportunities to visit classrooms are provided.
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 (Mrs Kate Balsillie) 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**

School encourages parents to assist in school with classwork and clubs. A very active Parent Council supports the work of the school and shares information with the parent body.
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

SCHOOL IMPROVEMENT

Copies of the school's Standards and Quality Report are available from the school office as are copies of the School's Improvement Plan.

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:

- Positive Behaviour
- Homework
- Building the Curriculum
- Reporting
- Anti-Bullying (under review)
- Care & Welfare
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](http://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](http://www.fifedirect.org.uk/closures). Also, check the website of your own school.

4. **Follow-us** on [facebook.com/fifecouncil](http://facebook.com/fifecouncil) and [twitter.com/fifecouncil](http://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