Lochgelly West 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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<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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<td>• Building an excellent Curriculum</td>
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<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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<tr>
<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>
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<tr>
<th>Equality and Equity focusing on</th>
<th>Enhancing Opportunities for Vulnerable Groups and Individuals Most at Risk</th>
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<tr>
<td>• Breaking the cycle of disadvantage including reducing the attainment gap</td>
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<tr>
<td>• Early Years</td>
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<tr>
<td>• Supporting children, young people and families</td>
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<tr>
<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

I welcome the opportunity to tell you more about Lochgelly West Primary School and Nursery Class. In the following pages you will find that all aspects of life and work at Lochgelly West are covered.

Your children are valued as individuals and my aim is to provide a secure, safe learning environment where your children will develop to their full potential; socially, emotionally and academically. The staff are enthusiastic and will work hard to ensure that your children are willing and happy pupils. Your support, understanding and interest in the school is vital and very much appreciated.

However if you feel that there is anything you would like to know or there is something you would like to discuss, please come and see me.

We operate an open door policy and welcome the opportunity to speak to you about your child.

Yours sincerely

Mr Scott Wilson
Headteacher
SCHOOL ETHOS

Lochgelly West Primary School and Nursery Class is an aspirational school working towards maximising skills, knowledge, attainment and achievement for all pupils and staff alike in an environment that is welcoming and conducive to learning. Therefore our aims are:

- We want Lochgelly West to be an attractive, welcoming place to learn.
- We want everyone to feel welcome, respected and part of our school.
- Parents and families are an important part of our school.
- We learn together to develop our talents and to be the best we can be.
- We enjoy being part of the community.
- We care about the planet and try to be eco-friendly.
BUILDING

Lochgelly West Primary School serves the North and West area of Lochgelly in West Fife. The Early Years Department dates back to 1883, while the main part of the building was added in approximately 1916. A new extension encompassing a new office suite, cloakrooms and toilet facilities enhances the working environment.

There are eleven classes in the school. Two other classrooms within the school have been set up to accommodate the Nursery which takes three and four year olds. There is a Support for Learning base. The large central Hall is used for P.E, Assemblies, concerts etc. We are fortunate to have a very good school kitchen serving a variety of meals in a separate dining room. This facility, whilst catering for a wide range of dietary requirements, also promotes healthy eating and life style. Cultural diversity is reflected in the menu.

A large playground surrounds the school. A wildlife garden and grassy area have been created through Grounds for Learning. The overall outdoor appearance has been improved and also provides a more interesting play area for the children. Most recently, a beautiful new garden area has been opened up for our pupils and for the local community to enjoy. The school also benefits from a large, secure playing field adjacent to the school.
CONTACT DETAILS

Headteacher: Mr Scott Wilson

Address: Lochgelly West Primary School, Main Street, Lochgelly, Fife KY5 9NS,

Telephone No: 01592 583445

Email: Lochgellywestps.enquiries@fife.gov.uk

School Roll (P1-7): 266

Nursery Roll: 60

Other Information

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 Mr Scott Wilson.
SCHOOL HOURS
Primary 1 – Primary 7
Morning session 9.00am - 12.35pm
Interval 10.45am - 10.55am
Afternoon session 1.25pm - 3.05pm

Nursery Hours
Morning Session 8.30am - 11.40am
Afternoon Session 12.40pm - 3.50pm

SCHOOL UNIFORM
We expect all pupils to wear the school uniform which consists of:
black, grey or navy trousers/skirt
black, grey or navy jumper/cardigan or school sweatshirt
white shirt with school tie or school polo shirt
Sweatshirts, polo shirts, fleeces, cardigans, jackets, gym kits/sacks, ties and scrunchies are available to order from the school office.
We would encourage children to wear something that shows they belong to 'The West'.

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

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>
<th>Days</th>
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<tbody>
<tr>
<td>Autumn</td>
<td>Monday 19 August 2019 (teachers)</td>
<td>Friday 04 October 2019</td>
<td>35 teacher; 33 pupil days</td>
</tr>
<tr>
<td></td>
<td>Wednesday 21 August 2019 (pupils)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>Monday 21 October 2019</td>
<td>Friday 20 December 2019</td>
<td>45 teacher; 44 pupil days</td>
</tr>
<tr>
<td>Spring</td>
<td>Monday 06 January 2020</td>
<td>Friday 03 April 2020</td>
<td>63 teacher; 62 pupil days</td>
</tr>
<tr>
<td>Summer</td>
<td>Monday 20 April 2020</td>
<td>Thursday 02 July 2020</td>
<td>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>
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<tr>
<td>June</td>
<td>Monday 01 June 2020</td>
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</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). Lunch money can be paid either daily or weekly 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 Primary Schools, and currently costs 24p per carton (from 1st April 2019 to 31 March 2020).

Milk money is collected on a 4 weekly basis.

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.

HEALTHY TUCK SHOP INITIATIVE

A healthy tuck shop can help encourage children to adopt good eating habits. Therefore as part of the whole school approach to food schools are being encouraged to establish healthy tuck shops within their schools. The Food in Schools group has developed a Healthy tuck shop/Vending policy which gives schools guidance on suitable products for inclusion in a healthy tuck shop initiative.
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.

The curriculum has been organised into 8 areas:

- Languages
- Mathematics
- Health and Wellbeing
- Social Subjects
- Sciences
- Technologies
- Expressive Arts
- RME

Pupils have many opportunities to take part in the wider life of the school, through groups such as; Pupil Council, Eco Team and Junior Road Safety Officers and clubs such as; reading club, netball, makewaves and football. Children's achievements in school and outwith school are widely recognised during assemblies and can be seen on our achievements board. All pupils are supportive of each other in paired learning and through
our buddy system. We have strong links with the local community. Partnerships have been formed with businesses, the local church, library and Lochgelly Centre. Our school is very well supported by our parents at family time, social occasions and in the more formal parent engagement sessions.
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.

The over-arching strategy in Lochgelly West Primary School is to take account of the ‘four lens’ approach which involves measuring: nationally (against a national profile); personally (against present performance); contextually (against schools/service areas with similar contexts) and progress history (against the performance of a pupil or group of pupils over a number of years).

Assessment is for Learning principles and supporting strategies, including target setting in pupils’ Look What I Can Do folders continues to be used as a key tool in assessing the effectiveness of learning and teaching in our school.

The evidence gathered in the Look What I Can Do folders allows the steps involved in the learning process to be demonstrated. Our LWICD books celebrate attainment and achievement and are just one method of celebrating success within our school. Pupil progress is further enhanced through the tracking system in place in every class, regular tracking meetings and professional dialogue with the headteacher form part of our transition arrangements. Comprehensive transition arrangements between sectors facilitate and promote continuity of learning. Enhanced transition for identified pupils is tailored to meet the needs of the learner.

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.
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 (Mr Scott Wilson) 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 co-ordinated 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**

The relationship we have with our parents and community at Lochgelly West is excellent and we will continue to work to sustain this link. We value the importance of strong, meaningful relationships with parents in the development of our children, socially, emotionally and academically.

There are many opportunities for parents to get involved in the life of the school on an occasional or regular basis.

Weekly Friday Family Time sessions ensure there are regular opportunities for our parents to meet with staff. We hold parent consultations in October and March to discuss children’s progress. Parents have the opportunity to respond and comment on the work in the Look What I Can Do folder.

We have a well regarded home to Nursery and Nursery to P1 transition programme. If your child does not attend our Nursery but will be coming to Lochgelly West Primary School as a P1 pupil, we will ensure your child is included in this programme.

We are a feeder school for Lochgelly High School, Station Road, Lochgelly, KY5 8LZ,

**E-mail:** lochgellyhs.enquiries@fife.gov.uk  
**Telephone:** 01592 583406
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.

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

Learning and teaching continues to be monitored through existing policies. This in turn feeds into our self-evaluation processes to ensure that Lochgelly West Primary School continues to improve and provide the highest quality learning experiences.

Self evaluation focuses on key aspects of learners’ success and achievements. Our self evaluation gives high priority to the quality of learning and teaching. This includes working collaboratively internally, developed through the TLC and externally with outside agencies/partners to consistently apply and improve standards and expectations. Cluster developments and council/national initiatives enable staff to moderate practice.

The Standards and Quality School Improvement document is the main focus for quality improvement and professional development. This reports on our main achievements in the previous academic year, on how we are improving standards and shows our plans for future improvements, including information about how parents can be involved. All parents receive a summary of this document and this is also available as a hard copy in school for parents to read. These documents can be made available to prospective parents on request.

SCHOOL POLICIES

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

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All our school policies reflect Fife Council policy and are regularly being developed and reviewed to ensure they reflect the good practice in the school. Information about policies is available on request.
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