Townhill 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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| - Improving Outcomes for Learners including a focus on raising attainment in Literacy and Numeracy  
  - Developing Excellence in Learning and Teaching  
  - Building an excellent Curriculum | - Universal learning programmes to ensure all young people learn about careers and develop recognised employability skills  
  - Focussed programmes to ensure particular groups are guided towards specific careers, especially as they enter the senior phase  
  - Targeted programmes of learning to ensure we make effective provision for those most at risk of finding a negative destination when leaving school |

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<th>Equality and Equity focusing on</th>
<th>Enhancing Opportunities for Vulnerable Groups and Individuals Most at Risk</th>
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| - Breaking the cycle of disadvantage including reducing the attainment gap  
  - Early Years  
  - Supporting children, young people and families | - 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 |

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 information is intended to inform you about Townhill Primary School. The booklet contains information from Fife Council which is relevant to all schools, as well as information particular to Townhill Primary.

Every child in this school is a very important person to us, and it is our aim that the school should be a very important and happy place for every child. Our policy is one of partnership with parents, as it must be your school as well as ours.

You may like to have a look at our school website which contains further information.

This booklet is provided to familiarise you with our educational aims and organisation. I hope that you will find the booklet informative. Please feel free to contact the school if you have any further questions.

Our aims directly convey the principles that underpin A Curriculum for Excellence.

We aim to encourage:

- continually improving the quality of education in the school and nursery through monitoring processes and self-evaluation to inform next steps and staff professional development.
- actively engaging learners in a wide range of experiences through a variety of learning and teaching styles, encouraging creative thinking, positive attitudes and also encouraging learners to take responsibility for their own learning to realise their own potential.
- providing opportunities for children to explore, develop and communicate their own beliefs.
- providing opportunities to develop a sense of pride within the school and the community.
- establishing effective interactive links with parents, members of the community and other agencies.
- promoting lifelong values, which encourage respect for each other, all living things and our world.
Yours sincerely

Mrs Janine Pirouet
Headteacher
SCHOOL ETHOS

Rationale: The starting point for learning is a positive ethos and climate of respect and trust based upon shared values across the school community, including parents, whether for young people in school or those not in school. Curriculum for Excellence: Building The Curriculum 3 (2008)

School ethos is fundamental in determining positive attitudes in a school. All members of staff have a very important role to play in promoting a positive ethos in all areas of school life. A high degree of consistency must be shown throughout the school to demonstrate a commitment to an inclusive, whole-school approach, based on relationships of mutual respect, high expectations of achievement, attainment and behaviour and the promotion of positive patterns of behaviour.

It is important to highlight that the home/school partnership is vital for maintaining high standards of conduct.

Aims: We believe it is important to:

- demonstrate caring attitudes towards each other and our environment.
- recognise that everyone has a part to play and that each individual is of value.
- develop each person's self esteem through support, encouragement and celebration of good effort.
- listen to the views and opinions of each other - respect and value them.
- respond in a polite, thoughtful way to one another
- promote positive relationships within the school.
- systemise appropriate strategies for counteracting challenging behaviour.
- outline responsibilities of staff within the school
- identify the role of parents in the discipline of the school.

How Do We Celebrate Achievements?

- comments, reward stickers of stamps on work well done.
- reward stickers in achievement books.
- public praise at assembly or in class for examples of good behaviour or work.
- presentation of reward certificates
- presentation of certificates, medals and trophies at important assemblies.

The school has a close relationship with Townhill Community Council. Pupils have an allotment and help upkeep the garden outside the school grounds. One of our Pupil Voice groups 'Community Links' builds relationships with those who live and work within Townhill.
BUILDING

Townhill Primary School is in the village of Townhill, situated approximately 1 mile from Dunfermline town centre. The school serves the villages of Townhill and Kingseat, as well as part of North Dunfermline. The aspect of the school is enhanced by the proximity to the local Loch, woods, astroturf and tennis courts.

Built in 1875, and modernised in July 2011, the main school building houses 6 classrooms, a games hall, a music and drama hall, which doubles up as a dining hall, a staff base and a library. Our 4 class extension opened in January 2011 and joins onto the school with a glass link corridor. A purpose built nursery is situated to the rear of the school. A controlled entry system operates on all external doors. There is a large tarmac playground, a grass area and a soft surface area with picnic tables, an outside classroom/shelter and climbing equipment.

We aim to create an ethos within the school environment where pupils, parents and staff work together in partnership to provide the highest possible standard of education for all pupils.

There is a ramp which provides disabled access to the whole school and a lift to allow access to the upper floor of the extension.
CONTACT DETAILS

Headteacher: Mrs Janine Pirouet
Address: Townhill Primary School, Chisholm Street, Townhill, Dunfermline, KY12 0EX,
Telephone No: 01383 602439
Website: fifedirect.org.uk
Email: townhillps.enquiries@fife.gov.uk
School Roll (P1-7): 243
Nursery Roll: 50

Other Information

Mrs Pirouet, the Headteacher is always happy to meet with parents to discuss any concerns the parent may have regarding their child. A meeting will be held with the Headteacher and/or the class teacher, as appropriate, to deal with all concerns.

If a parent is offered or seeking a place at Townhill Primary School, arrangements can be made for a visit to the school by telephoning the school office on 01383 602439.

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.
SCHOOL HOURS

SCHOOL DAY

Morning: 8.55am - 12.35pm
Lunch: 12.35pm - 1.20pm
Afternoon: 1.20pm - 3.00pm
Interval: 10.35am - 10.55am
Nursery Hours: 8.30am - 3.40pm
Morning Session: 8.30am - 11.40am
Afternoon Session: 12.30pm - 3.40pm

SCHOOL UNIFORM

Our school uniform consists of a red poloshirt and a grey sweatshirt or grey/red cardigan, all of which are available to order from our uniform supplier's shop BE Schoolwear, 36 High Street, Kirkcaldy (tel 01592 269282) (website www.border-embroideries.co.uk). Your child is expected to wear grey or black trousers/skirt, as appropriate. We hold a small supply of uniform at school to purchase and give each family an order form in the summer term, returning this to the school will save parents the postage cost of ordering online. There are also school ties available to purchase from the school office.

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 and searching for Early Learning and Childcare Admissions Policy.

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

A small number of nurseries are phasing in 1140 hours prior to 2020 and are offering full day placements to a small number of children aged 3 and 4 years.

**When should my child start nursery?**

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

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

**Is my two year old eligible?**

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

**How to apply**

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

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

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<th>Holiday</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>Autumn</td>
<td>Monday 07 October 2019</td>
<td>Friday 18 October 2019</td>
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<tr>
<td>Christmas</td>
<td>Monday 23 December 2019</td>
<td>Friday 03 January 2020</td>
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<tr>
<td>February</td>
<td>Thursday 13 February 2020</td>
<td>Friday 14 February 2020</td>
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<tr>
<td>Spring</td>
<td>Monday 06 April 2020</td>
<td>Friday 17 April 2020</td>
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<tr>
<td>May Day</td>
<td>Monday 04 May 2020</td>
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<td>June</td>
<td>Monday 01 June 2020</td>
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<tr>
<td>Summer</td>
<td>Friday 03 July 2020</td>
<td>Friday 14 August 2020</td>
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<td>• Monday 19 August 2019</td>
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<td>• Wednesday 12 February 2020</td>
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<tr>
<td>• Tuesday 02 June 2020</td>
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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
- The Hot Dish of the Day or Filled Baked Potato or Salad
- 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 is collected 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).

Milk money is collected termly

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.

Townhill Primary School has many school sporting teams, including; football, netball, hockey, basketball, swimming, athletics and gymnastics. We also have a school choir. The Primary 7 class take part in a residential excursion to PGL Dalguise, Perth each year. This excursion runs from Monday to Friday. The Primary 5 children also take part in a residential excursion to a Youth Hostel in Hexham, England to allow them to visit Hadrian’s Wall.

Townhill Primary School has a Pupil Council which meets on a regular basis with the Headteacher to discuss any concerns put to them from the children. The Pupil Council members are voted in by the pupils each year.

All children have the opportunity to choose a Pupil Participation Group to work in, this includes our eco group who help to develop whole school eco awareness plans. The school is currently working towards it’s Green Flag. We run a ‘World of Work’ week each year and learn about various jobs including from Parents & Visitors to the school with the aim of raising aspirations in all our pupils.
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.

Within our school we are:

- Reviewing child’s attainment and achievement on a regular basis, either informally or formally.
- Sampling child’s work to monitor the quality of knowledge, understanding, attitude and awareness in curricular and other areas.
- Agreeing targets for individual children and groups.
- Reviewing forward planning.
- Reviewing out of school hours learning opportunities.
- Arranging class exchanges to gauge progress in comparable classes with stage partners or stages in other schools.
- Arranging opportunities within and outwith the school to observe aspects of other ‘teachers’ work, including teaching approaches and other class related issues.
- Evaluating aspects of their own performance through self-evaluation.
- Reviewing supporting aspects and areas of the school, such as support for learning, classroom assistants’ work and administration.

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.

Personal Learning Journeys are sent home each term to allow pupils to share their learning and achievements with family. End of year reports are sent in the summer term.
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 Janine Pirouet) 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**

We are always happy to welcome any parent who would like to come in and help with small pupil groups/individual pupils. This would of course, be dependent on that parent receiving a clear PVG check from Disclosure Scotland.

We have a Parent Improvement Group which meets with the Headteacher and our Depute Headteacher to discuss ways to improve our school, this is held before Special Friday events at 1.30pm. New members are always welcome. Our Special Friday events allow Parents/Carers the opportunity to visit your child's class. This may be observing a lesson to give greater understanding of subjects being taught or helping the pupils with a task. The school also has an active PTA group which has a dedicated Facebook page. There is also a Parent Council Group, both are happy to welcome new members at any time of the year.

Information regarding pupil's education is given at various points during the year by way of Parent's evenings and End of Year Reports. Personal Learning Journeys come home once a term to allow Parent/Carers to see pupils progress. Head teacher/Teacher will be in touch directly if there are any specific concerns outwith these times. Various events are run to help parents support pupil's learnings. In additional to Nursery Transition 'What do you learn in Nursery' and P1 transition 'What does Learning Look Like in P1' we run whole school curriculum information sessions based on priorities which have been evaluated from the previous year. Past events have included 'Literacy', 'Numeracy' and the latest session was 'Digital Learning'.

All parents/carers are encouraged to sign up to 'Seesaw' which is an app accessable on mobile phones/tablets. This app allows Teachers to share direct learning from the classroom to Parents. Photos of class work can be sent home immediately along with videos of pupils sharing a talk about a topic.
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

Impact and outcomes

Impact of the school improvement plan

This session we have been working on four key priorities - Numeracy Pedagogy, Employability, Glow and 1 + 2. A summary of the impact of these priorities is detailed in the table to follow. All priorities were led by class teachers to continue our excellent work in sharing the leadership role.

Developing staff knowledge of numeracy pedagogy – all staff increased their own knowledge through dialogue on current literature and working on joint numeracy activities with school / cluster colleagues. This impact of which was more focused numeracy teaching to ensure conceptual understanding. This was evidenced in classroom monitoring and learning walls.

Developing an awareness of Employability – all staff incorporated employability within IDL topics and everyone participated in a fantastic world of work week, alongside many external speakers, local businesses, parents and former pupils. This was evidenced in class employability learning folders and walls. An area identified in our curriculum rationale is to raise career aspirations, especially for those living in Townhill, and this will be a major focus next session. Many pupils in the village tend to stay in Townhill and not move on to new pastures / further education. The 2014/15 National 5 attainment data also indicates that pupils in Townhill perform lower than our former pupils who live outwith the village or in Kingseat. The comparison of P7 to N5 data indicates that boys are not performing as well as girls. As such, we need to focus on raising aspirations of Townhill boys and intend to focus on a group of P6/7 boys next session. Transition information was provided to parents this session about how to support their child in high school. Tips were provided for parents to keep their child on track and boys’ future attainment was highlighted.

Developing GLOW – All staff and learners have been trained to use GLOW and most can blog their learning.

Developing 1 + 2 – The progression was devised and is to be implemented next session.

Our Priorities for session 2016/17

1. Improvement in learner’s health & Wellbeing - Making Learning Visible
2. Closing the attainment gap - Ensuring Wellbeing, Equality & Inclusion
3. Improving attainment in literacy & numeracy - Improving Learning and Teaching in Literacy
4. Improvement in employability skills - Creativity and Employability

"Together we will climb the hill to success"

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:

- Literacy
- Numeracy
- Health & Well Being
- Social Subjects
- RME
- Relationship & Positive Behaviour
- Science
- ICT
- Art & Design
- Drama
- Music
- Assessment
- Quality Assurance
- Child Protection
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