Park Road Primary School
2013-14

Information
for Parents/Carers
Excellence for All

The Education and Learning Directorate plays a key role in taking forward the wider aims of the council by:

- Raising attainment and achievement
- Ensuring inclusion
- Making a positive difference in our communities

Our approach is founded on the values of:

- Compassion
- Integrity
- Equality & Fairness

We develop the capacity of young people and adults to become:

- Successful learners
- Responsible citizens
- Confident individuals
- Effective contributors

and seek to secure positive outcomes and destinations for learners.
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 pages are intended to give you a flavour of Park Road and of Fife Council's hopes and aspirations for your child.

Park Road is a Health Promoting Eco School. We are also working towards becoming a Rights Respecting School as we firmly believe that everyone has a responsibility to work together, to make Park Road a great place to learn.

The following pages within this booklet will give you only general information about the school. If you would like to discuss anything or visit the school, please either telephone, email or write to the school to make arrangements for a visit and I will be happy to show you round and answer any questions.

Yours sincerely

Libby Seath
Headteacher
SCHOOL ETHOS

Our ethos is based on the United Nations Convention on the Rights of the Child (UNCRC). We are currently working towards accreditation as a rights respecting school.

Our mission is to recognise every child as an individual and will inspire, support and encourage each one to become confident, responsible and successful contributing effectively to home, school and community.

We believe all children should feel safe, secure and included at school and therefore put emphasis on creating a nurturing environment, where pupils and their families are at the centre of all we do.

All children and staff have worked together to create a Charter of Responsibility and this is displayed in classrooms and forms the core of who we are and what we do.

Partnership and participation is a key factor in ensuring that we meet the needs of all our pupils and parents. We consult with pupils through the Pupil Council and various representative groups and liaise with parents, through regular newsletters, open meetings, our website and Facebook. Many parents are also involved in our regular school activities e.g. Eco Committee, Playground Group, Woodland Group, Tuck Shop.

We also work in partnership with local businesses, the parish Church, the Rosyth Garden City Association, the other three Rosyth schools, our High School Cluster and currently with Morrison Construction as part of the New Forth Crossing. These partnerships offer children rich and relevant learning experiences and develops positive attitudes and relationships towards and within their community.

We are also very committed to celebrating our achievements and children collect personal points, throughout the year towards their Bronze, Silver, Gold or Platinum Award, which is celebrated at monthly Celebration Assemblies.
BUILDING

You, your child and your family are welcome in Park Road Primary. Every possible measure will be taken to ensure you can access and exit school in a dignified manner. Currently there is a ramped access to the right of the main entrance but no bell.

Arrangements to use this access can be made with Mrs Clark or Mrs Alexander in the school office, by phone or through the main door entry system.

Any other requirements or arrangements, either temporarily or permanently, can be made with me.
CONTACT DETAILS

Headteacher: Libby Seath

Address: Park Road Primary School, Park Road, Rosyth, KY11 2NH,

Telephone No: 01383 602426

Website: www.fifedirect.org.uk/parkroadps

Email: parkroadps.enquiries@fife.gov.uk

School Roll (P1-7): 205

Nursery Roll: 40/40

Parent Council Email: hballantine@btinternet.com

Other Information

It is very important to us that parents, carers and children have a positive experience while at Park Road Primary. We look forward to building positive relationships with all families but sometimes issues arise that cause concerns or worry.

If parents or carers have any questions, concerns or suggestions they can:-

● contact the school office (details above)
● contact the Headteacher directly on parkroadps.headteacher@fife.gov.uk
● return the Response/Comment slip at the end of monthly newsletters

All concerns will be listened to, discussed and solutions sought together. Follow up or feedback will always be given.

Any investigations to concerns or complaints will be carried out by the class teacher or a member of the management team inline with our Behaviour and Realitionships policy, a copy of which is sent out at the start of each year and can be found on our website or through the school office.

Any prospective parent can contact us as detailed above and arrange a visit to answer any questions and receive a tour of the school.
SCHOOL HOURS
Morning Session: 9.00 - 12.35
Interval: 10.40 - 10.55
Lunchbreak: 12.35 - 1.20
Afternoon Session: 1.20 - 2.55  Infants  1.20 - 3.00  P3-P7
Nursery: 9.00 - 11.30 Morning
12.45 - 3.15 Afternoon

SCHOOL UNIFORM
Our school uniform consists of
- dark skirt or trousers
- white shirt or poloshirt
- a green or black sweatshirt or cardigan with Park Road logo

School dresses in the appropriate colour are acceptable.

Uniform with an embroidered logo can be bought through the school (September and April). There is usually a small stock of these items available throughout the year.

Clothes with sports logos and football strips are not acceptable at any time.

For PE, shorts/ fitted leggings and a T-shirt are required (no shoe-string straps). PE kit should be brought into school in a gym bag or similar alternative and left for the duration of the term.

Jewellery must not be worn in PE lessons.

Facial piercings are not appropriate in school.

SCHOOL CLOTHING GRANT
A grant of up to £55 per year is available to each pupil attending full-time education in Fife towards the cost of school clothing provided that the parent is entitled to Child Benefit and receives one of the following:
- Income Support
- Job Seeker’s Allowance (Income Based)
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (but not Working Tax Credit) with an annual income below £15,860
- Child Tax Credit and Working Tax Credit with an annual income below £6,420
- Employment and Support Allowance (Income Related)
- Working Tax Credit (total income is below £15,860)
- Long Term Incapacity Benefit (over 28 weeks)
- Widows Allowance (and not in full time employment)

Payment is made directly into a bank account by Bank Giro Credit. Fife Council Local
Offices issue application forms on request and process claims. Please contact your nearest Local Office for an application form.
ENROLMENT

Children who reach the age of 5 on or before 12 August 2013, must normally start school in August 2013. Children who reach the age of 5 after 12 August 2013, but before 28 February 2014, may also start school in August 2013, though parents are not obliged to send their child 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 2013.

Headteachers must provide information to parents on how to make a placing request for the school of their choice. Placing requests should be made as soon as possible, and not later than Friday 15 March 2013.

Applying for a Nursery Place for Your Child

Every child is entitled to a free part-time pre-place from the term following their third birthday.

There are 3 terms in the school year. These are:

- **Term 1, August – December.** To secure a funded place for this term a child must be 3 on or before 31st August
- **Term 2, January – March.** To secure a funded place for this term a child must be 3 on or before 31st December
- **Term 3, April – June.** To secure a funded place for this term a child must be 3 on or before the last day of February.

Children who reach the age of 3 on or before **28 February 2014** must apply for a place in a Fife Council nursery before the **31st January 2013**. Nursery places are allocated in accordance with Fife Council's Early Years Admissions Policy. Information and application forms are available from all Fife nursery establishments and at [www.fifedirect.org.uk](http://www.fifedirect.org.uk). Applications should be made for children due to commence nursery at any point in the following academic year and be submitted to the nursery of their first choice. This means that even though the child may not be entitled to start nursery until next January or April they must apply for a place now. All places are allocated by the Admissions Panel held in March 2013 and places will be offered by letter by **31 March 2013**.
# SCHOOL YEAR 2013-2014

<table>
<thead>
<tr>
<th>Terms</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Autumn</td>
<td>Monday 12 August 2013 (teachers)</td>
<td>Friday 04 October 2013 (40 teacher; 38 pupil days)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 14 August 2013 (pupils)</td>
<td></td>
</tr>
<tr>
<td>Winter</td>
<td>Monday 21 October 2013</td>
<td>Friday 20 December 2013 (45 teacher; 44 pupil days)</td>
</tr>
<tr>
<td>Spring</td>
<td>Monday 06 January 2014</td>
<td>Friday 28 March 2014 (58 teacher; 57 pupil days)</td>
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<tr>
<td>Summer</td>
<td>Monday 14 April 2014</td>
<td>Friday 27 June 2014 (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>Holidays</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Autumn</td>
<td>Monday 07 October 2013</td>
<td>Friday 18 October 2013</td>
</tr>
<tr>
<td>Christmas</td>
<td>Monday 23 December 2013</td>
<td>Friday 03 January 2014</td>
</tr>
<tr>
<td>February</td>
<td>Thursday 13 February 2014</td>
<td>Friday 14 February 2014</td>
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<tr>
<td>Spring</td>
<td>Monday 31 March 2014</td>
<td>Friday 11 April 2014</td>
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<tr>
<td>Good Friday</td>
<td>Friday 18 April 2014</td>
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<tr>
<td>May Day</td>
<td>Monday 05 May 2014</td>
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<tr>
<td>June</td>
<td>Monday 02 June 2014</td>
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<tr>
<td>Summer</td>
<td>Monday 30 June 2014</td>
<td>Friday 15 August 2014 (teachers)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday 19 August 2014 (pupils)</td>
</tr>
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## In Service Days - All Schools
- Monday 12 August 2013
- Tuesday 13 August 2013
- Friday 15 November 2013
- Wednesday 12 February 2014
- Tuesday 03 June 2014
SCHOOL MEALS AND MILK

School meals are provided in all primary schools and now meet the Scottish Nutritional Standards as laid down by Hungry for Success. School meals now include more fruits and vegetables and all ingredients used are low in salt and fat.

What is a school meal?

Home Made Soup...
Or
One of our Daily Desserts

*Plus*

The Hot Main Courses...
Or
A Baked Potato with Filling...
Or
A Filled Baguette and Self Served Salad...

*Plus*

A Glass of Fruit Juice And Unlimited Bread and Salad

Menus are changed twice a year and are issued to all pupils.
The current cost of a school meal is £1.75 (from 1st April 2013 to 31 March 2014). Collected daily

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 18p per carton (from 1st April 2013 to 31 March 2014).

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 three 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.

As a Health Promoting School (level 3), we are committed to encouraging a healthy lifestyle; being active and engaged in a range of interests and ensuring children receive 2 hours physical activity per week.

Throughout the year, children experience taster sessions or short courses through local sports clubs, volunteers or through Active Schools and are encouraged to take up new interests and hobbies. Children are encouraged to share their successes within and outwith school and achievements are always celebrated in school.

A variety of sports/activity clubs run in school, in school time (Club Time) and also after school but vary year to year. e.g. hockey, cycling, football, yoga, rugby, cricket, cookery, choir. After school clubs run from 3.10-4.10

Children also have the opportunity to represent their class as a Pupil Councillor, an Eco Councillor, a JRSO (Junior Road Safety Officer), a Buddy, a Playground Leader or Peer Mediator.
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.
INSTRUMENTAL INSTRUCTION

Children who show musical promise may qualify for instrumental instruction. The types of instrument offered by Fife Education Service are violin, viola, cello, double bass, clarsach, woodwind, brass, piano/keyboard, bass guitar, guitar, percussion or bagpipes. The type of instrument available differs from school to school and generally only one type will be available 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

As a parent you are legally obliged to send your child to school on a regular basis. To prevent any misunderstanding, I should be grateful if you would contact the school immediately in any case of absence from school or nursery. It would be appreciated if you would send an explanatory note with your child when he/she returns to school; otherwise it will be recorded as an unauthorised absence.

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

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

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

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

CHILD PROTECTION

Our school, like all schools in Fife, is concerned with all aspects of a child's health and wellbeing. We aim to provide a safe and supportive environment and work together with other agencies to ensure that all children are safe and protected from harm. The school follows the Education & Learning Directorate Child Protection guidelines in all aspect of child care and welfare. Our school has a child protection co-ordinator (Libby Seath, Headteacher) who will deal with all child protection issues and with whom any concerns can be discussed.

TRANSPORT

If you live more than one mile from your catchment area primary school, or two miles from your catchment area secondary school, measured by the shortest reasonable walking route for an accompanied child, then the Council will meet the cost of transporting your child to school. However, if you choose a school other than your catchment area school, the Council will not give 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, Sensory Service and Autism Support Team.

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 08451 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 incidents and supporting pupils and parents.

PARENTAL INVOLVEMENT

Parents are actively encouraged to 'get involved' in a variety of ways including the nursery rota, supporting Forest Kindergarten, accompanying children on outings, volunteering, running the breakfast club, Bikeability, garden club and sharing talents in Club Time.

All parents are eligible to be part of the Parent Council or FAST (Fundraising and Social Team). The Parent Council meets approximately 6 times each year. Members of the Parent Council attend P1 Induction meetings and encourage new parents to come along.

At the start of the session we have a 'meet the teacher' afternoon', which allows parents to come into school, meet the teacher, hear about our expectations and about the class routines. This provides a good foundation on which to build a positive working partnership.

Parent interviews are held twice each year in November and March, where parents look through their child's jotters and discuss progress towards targets. Parents are also invited to special events such as the Nativity, Scottish Afternoon and our Christmas Exhibition.

At times of transition, home into nursery, nursery into P1 and P7 to S1, meetings are arranged with parents to ensure a smooth transition. Where a child is coming from a different nursery, arrangements will be made to ensure information is shared and the child feels included in the process.
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

The Standards and Quality Report and School Improvement Plan (SQIP) reports on our school's achievement over the previous academic year, on how we are improving standards and shows our plan for future developments.

All parents receive a summary of this report by October each year and are made aware that the full report is available in school on request.

SCHOOL POLICIES

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

The following school policies/programmes are available and can be accessed by contacting the school (or via the school website from August 2014):

- Health & Safety
- Child Protection
- Relationships & Behaviour and Anti-bullying
- Literacy & Learning
- Maths & Numeracy
- Health & Wellbeing
- Outdoor Education

Fife Council have published policies on

- Teaching & Learning
- Assessment
- Equal Opportunities
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

In the event of early closure due to severe weather conditions parents are advised to arrange for children to be received at home or by a neighbour, etc.

1. Go to www.fifedirect.org.uk and sign up for e-mail or text alerts
2. Follow us on Facebook and Twitter
3. Listen to local media including Kingdom, Forth and Tay FM
4. Use mobile phone updates m.fifedirect.org.uk
5. Watch DigiTV (Red Button On Sky and Virgin Media under Interactive Services, Local Services)
6. Check out the Closure Line - 08451 55 11 99 and for emergency help speak to an advisor on 08451 55 00 99

Parents can receive text or email alerts sent direct regarding school and other council facility closures. Please note if your child has moved from a primary school to a high school in August you should amend the school details on Fife Direct to ensure you receive the correct school information.

1. Log on to www.fifedirect.org.uk/closures
2. Click on Closure Alerts.
3. Click on School Closure Alerts and follow the instructions to either sign in or register

Please use these options before trying to call your school:

Using Fife Council Closure Line:

b. Choose Option 2 for Schools Information.
c. Choose:
   1 - for Kirkcaldy Schools
   2 - for East and Levenmouth Schools;
   3 - for Cowdenbeath, Glenrothes and Lochgelly Schools or
   4 - for Dunfermline, Inverkeithing and West Schools.
d. Then choose:
   1 - for Primary
   2 - for Secondary
   3 - for Other Establishments
e. Schools will be listed in alphabetical order so listen carefully for your school.
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 08451 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

LANGUAGE LINES

If you need this document in large print, braille or British Sign Language, please call 08451 55 55 88.