



EDUCATION AND CHILDREN'S SERVICES

**North Queensferry Primary School
2022-23**

**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
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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.

Educational Outcomes focusing on	Employability Skills focusing on
<ul style="list-style-type: none"> • Improving Outcomes for Learners including a focus on raising attainment in Literacy and Numeracy • Developing Excellence in Learning and Teaching • Building an excellent Curriculum 	<ul style="list-style-type: none"> • 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
Equality and Equity focusing on	Enhancing Opportunities for Vulnerable Groups and Individuals Most at Risk
<ul style="list-style-type: none"> • Breaking the cycle of disadvantage including reducing the attainment gap • Early Years • Supporting children, young people and families 	<ul style="list-style-type: none"> • 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

Welcome to North Queensferry Primary School

Our school has a long tradition of being a unique place to learn and work, strongly based in our local community. Our children are at the centre of all that we do here and we are very proud of their achievements.

If you are considering enrolling your child at North Queensferry Primary School, we would be very happy to show you round. We all believe that a close partnership between home and school is vital, so our children can be happy and reach their full potential. We value parents' support and welcome parental involvement at all levels. We operate an open door policy.

This booklet will give you general information about the school. We would be delighted to answer any further queries or give more specific details that you may require.

Yours sincerely

Yours sincerely

Lee Waugh
Acting Headteacher

SCHOOL ETHOS

At North Queensferry Primary School we strive to create an environment that encourages curiosity and promotes enthusiasm and motivation for life-long learning. Our vision is 'Learning Together, Bridging to Success'

Our school values were developed with pupils, staff and parents.

- Respectful
- Ambitious
- Determined

We aim to develop:

- Successful learners with an enthusiasm and motivation for learning, a determination to reach high standards of attainment and achievement; and an openness to new thinking and ideas.
- Confident individuals who have self-respect, ambition and a sense of physical, mental and emotional well-being; and secure values and beliefs.
- Responsible citizens who have respect for others, their local environment and the wider world; and a strong commitment to participate responsibility in political, economic, social, environmental and cultural life.
- Effective contributors with an enterprising attitude, confidence, resilience and self-reliance.

While recognising the importance of maintaining attainment, we celebrate the achievements of our pupils across a wide range of experiences our children are involved in. All our children including nursery take part in regular school assemblies. A variety of opportunities are available to our children including sporting and musical activities. All children have roles in areas of responsibility around the school including school captains, buddies. Champions of Nurture, Digital Ambassadors and Peer Mediators. The school works actively with various local groups, including community groups and businesses to extend learning opportunities in the local area. We are now able to invite parents and the local community into school to be an audience for the children`s learning.

BUILDING

The school stands on the hill overlooking the village, across from the railway station. The building is a traditional Victorian one with three rooms on each of the two floors. On the ground floor one room is used as a classroom and one as our Library/Yoga room. On the top floor two rooms are used as classrooms and one is used as a Support for Learning room, for smaller group work and a meeting room for staff across all areas of the school. Within the main school building is a gym, also used for assemblies. The dining hall and nursery are across the playground but within the school grounds. The large play area, partly grass and partly tarmac, is to the sides and the rear of the school.

We have created a variety of areas in our playground where the children can learn, play or relax. The playground benefits from a wealth of outdoor apparatus, a poly tunnel and trim trail.

At the front of the school we have a Secret Garden, an area that is reserved for our oldest pupils at playtimes and used by all pupils for outdoor learning during school hours.

Over the last few years we have achieved a variety of awards, including a Gold School Sports Award, a Green Flag from Eco Schools, Level 5 of the RHS Campaign for the School Gardening and a Bronze Green Tree Award.

2014 was the school's centenary. We celebrated with school and community events, including "A Blast from the Past" show, Parade and Party Day. We also created a lasting mural of tiles for the playground which are displayed on the front of our school building.

CONTACT DETAILS

Headteacher: Lee Waugh

Address: North Queensferry Primary School, The Brae, North Queensferry, KY11 1JH,

Telephone No: 01383 602425

Email: northqueensferryyps.enquiries@fife.gov.uk

Website : [North Queensferry Primary School](http://NorthQueensferryPrimarySchool.com) | [Respectful Ambitious Determined](http://RespectfulAmbitiousDetermined.com) (glowscotland.org.uk)

School Roll (P1-7): 67

Nursery Roll: 15

Other Information

We operate an active open door policy in the school. If parents have a concern about their child then please contact us at the earliest opportunity via the school office and make an appointment to see the class teacher or headteacher. We will aim to meet with parents that day but if this is not possible a time will be arranged as soon as we can. Information can also be passed on to class teachers via a phone call, note, email or at the school office. Our email address is detailed in this booklet.

If you are looking for a place for your child in our school then please contact the headteacher at northqueensferryyps.headteacher@fife.gov.uk

NAMED PERSON

The Children and Young People (Scotland) Act 2014 includes making a Named Person available for every child, from birth until their 18th birthday (or beyond, if they are still in school). In most cases, the Named Person will not have to do anything more than they normally do in the course of their day-to-day work.

Most children and young people get all the help and support they need from their families, from teachers and health practitioners, and from their wider communities – the Named Person does not change these roles.

However, some families may need extra help and that's where the Named Person comes in. This means that the child and their family have a single point of contact who can work with them to sort out any further help, advice or support if they need it.

The Named Person for your child is Mrs Lee Waugh.

SCHOOL HOURS

Morning	9.00 a.m. - 12.25 p.m.(P1/2/3) 12.35 (P3/4/5)
Interval	10.40 a.m. - 10.55 a.m.
Lunch	12.35 p.m. - 1.20 p.m. As above.
Afternoon	1.20 p.m. - 3.00 p.m.

Nursery Hours

09:00 – 15:00

(Mon - Fri)

SCHOOL UNIFORM

We strongly encourage the wearing of our school uniform as we believe it supports a sense of community and a pride in our school.

Our school uniform is a burgundy sweatshirt and sky blue polo shirt with the school logo, with grey trousers or skirt. Alternatively, a white shirt can be worn with the school tie and grey trousers/skirt and a grey jumper or cardigan. Primary 7 pupils have their own school tie. Wearing ties with a white shirt is requested when representing the school at events.

There is also a burgundy school fleece or waterproof jacket with the school logo available. All items of clothing with the school logo and school ties can be purchased from Borders Embroideries website

<https://www.border-embroideries.co.uk/schools/north-queensferry-primary.html> Our school operate a school uniform recycling programme available in the school vestibule.

All children are required to have a PE kit. For indoor PE this is a T-shirt in house colours and plain dark shorts and dark gym shoes. For outdoor PE children require outdoor trainers, sweat shirt and tracksuit trousers. PE kits should be with children in school at all times and stored in a labelled gym bag.

We ask families to ensure that all items of school clothing are clearly labelled with the child's name.

SCHOOL CLOTHING GRANT

We can provide free school meals and a school clothing grant if you are on a low income.

The school clothing grant is £120.00 per child for primary school pupils and £150.00 per child for high school pupils.

To qualify for free school meals and a 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 £7,500
 - Support under Part VI of the Immigration & Asylum Act 1999
 - Universal Credit - including those with a take home pay of up to £625 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)

All children in primary 1-5 can receive a free school meal without an application however, you must still apply to receive free school milk and a school clothing grant. From January 2022 this will be extended to include children in primary 5.

How to apply

Apply for discounts or exemptions by signing into your [mygovscot myaccount](#) or registering for a [mygovscot myaccount](#) if you don't already have one.

<https://www.fife.gov.uk/services/form-pages/apply-for-a-school-clothing-grant-andor-free-school-mealsmilk>

ENROLMENT

Children who reach the age of 5 on or before 17 August 2022, must normally start school in August 2022. Children who reach the age of 5 after 17 August 2022, but on or before 28 February 2022, may also start school in August 2022, 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 complete an online application as soon as possible, by no later than the 15 March 2022 as the system will close down on 16 March 2022. The online enrolment system will be live from 17 January and can be accessed at <https://www.fife.gov.uk/kb/docs/articles/education2/schools-in-fife/apply-for-a-school-place/enrol-in-primary-school>

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 will be able to choose an option to make a placing request using the same online enrolment form. The deadline for applying is 15 March 2022.

Information on placing requests is available at www.fife.gov.uk/admissions policy or specifically for children starting school for the first time, "Choosing A School – A Guide for Parents" is available online at www.gov.scot. Individual school booklets for schools in Fife are available online at www.fife.gov.uk. School catchment areas can be accessed online at <https://www.fife.gov.uk/kb/docs/articles/education2/schools-in-fife/check-school-catchment-areas>

APPLYING FOR A NURSERY PLACE FOR YOUR CHILD

We offer Early Learning and Childcare to all 3 and 4 year olds from the first intake after their qualifying birthday until they're due to start school. This can be up to 1140 hours in most settings.

We're offering different session times in these settings for 3 and 4 year olds so you'll have more choice.

Families may be able to share their 1140 funded hours between different nursery settings.

What are my options?

There are several different ways for families to access their entitlement. These include:

- In a private Early Learning Childcare setting that's in partnership with Fife Council
- At a playgroup that's in partnership with Fife Council
- With a childminder who's in partnership with Fife Council
- Term time in a Fife Council Early Learning Childcare setting
- Across the whole year in a Fife Council Early Learning Childcare setting

When should my child start Early Learning Childcare (Nursery)?

Every child's entitled to a nursery place from the first intake after their third birthday. That means:

- **Starting in August:** Your child must be three before 31 August 2022
- **Starting in January:** Your child must be three before 31 December 2022
- **Starting in April:** Your child must be three before the last day of February 2023

What session types are available in a Fife Council setting?

- 6hrs Mon - Fri (Term Time)
- 4hrs 40mins am Mon - Fri (49 weeks)
- 4hrs 40mins pm Mon - Fri (49 weeks)
- 10hrs Mon and Tues, Wed am (46 weeks)
- Wed pm, 10hrs Thurs and Fri (46 weeks)
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How do I apply for a Fife Council Early Learning and Childcare (Nursery) place?

- Please complete an [online](https://www.fife.gov.uk/services/form-pages/apply-for-a-fife-council-nursery-place) application, which can be accessed at <https://www.fife.gov.uk/services/form-pages/apply-for-a-fife-council-nursery-place>. This is an

easy process that can be done from your smart phone, iPad or laptop. You'll be asked to create a mygov.scot 'myaccount' if you don't already have one. You'll need this account right the way through your child's education.

- Before applying, you should check that your nursery setting offers your session(s) of choice. You can find a list of nurseries and the sessions offered at the bottom of this page.
- **If** you are unable to complete your application online, you can request a paper application from any council nursery. Once it's completed, this should be handed into your first choice nursery, along with the evidence requested. You'll need to make an appointment with the school directly to hand this in. This will be done in line with any COVID-19 guidance at that time.
- Submissions should be made by **31st January 2022** if you are looking for a place anytime between August 2022 and July 2023. Any applications received after this date will be considered late and processed after the initial panel process.
- If you have any difficulties applying online, please get in touch with your local nursery.
- If your child has additional support needs, please contact the headteacher of your first choice nursery.
- You'll be contacted in April 2022 to advise you of where your child has been offered a place.

An admissions policy is in place to ensure fairness when allocating places – this can be found at www.fife.gov.uk

Eligibility Criteria for 2-Year Olds

Your child can also access 1140 hours of funded ELC at the eligible intake date after their 2nd birthday, if you meet one or more of the following criteria set by the Scottish Government:

- Income Support
- Job Seeker's Allowance
- State Pension Credit
- Any income related element of Employment and Support Allowance
- Incapacity or Severe Disablement Allowance
- Child Tax Credit (CTC), but not Working Tax Credit (WTC) and income is £17,005 or less
- Child Tax Credit (CTC) AND Working Tax Credit (WTC) and income is £7,920 or less
- Support under Part VI of the Immigration & Asylum Act 1999
- Universal Credit with household take-home pay of £660 a month or less

Your child may also be eligible if they are looked after, under a kinship care or guardianship order. If this applies to you please contact your Social Worker who will be able to refer you to our LAC Family Support team. This team provide extra support to make sure any placement meets your needs.

Your child may also be eligible if you have been looked after, under a kinship care or guardianship order as you were growing up. Please enquire at your local nursery offering two-year-old places for further details.

If your child has additional support needs or you feel your family needs extra support, then you may also be able to access some Early Learning and Childcare for your two-year-old child. Please discuss this with your Health Visitor, Social Worker, Family Nurse Practitioner or Educational Home Visitor who supports your family. They will be able to complete a separate referral form with you if they feel an application is appropriate.

- Income Support
- Job Seeker's Allowance
- State Pension Credit
- Any income related element of Employment and Support Allowance
- Incapacity or Severe Disablement Allowance
- Child Tax Credit (CTC), but not Working Tax Credit (WTC) and income is £16,105 or less
- Child Tax Credit (CTC) AND Working Tax Credit (WTC) and income is £7,320 or less
- Support under Part VI of the Immigration & Asylum Act 1999
- Universal Credit with household take-home pay of £610 a month or less

Funded ELC is also available if your child is 2 and is:

- Looked after by a local council.
- The subject of a kinship care order.
- The subject of a guardianship order.

Nursery intakes for eligible 2 year olds happen three times during the academic year.

- If your child is eligible and was born between 01/03/2018 and 31/08/2019, they will be eligible to access funded ELC from August 2020.
- If your child is eligible and was born between 01/09/2018 and 31/12/2018, they will be eligible to access funded ELC from January 2021.
- If your child is eligible and was born between 01/01/2019 and 28/02/2019, they will be eligible to access funded ELC from April 2021.

Applications for two year old places can be made a maximum of two months before a child's anticipated start date. Application forms are available from all Fife Council nurseries, local council offices or online at www.fife.gov.uk.

SCHOOL YEAR 2022-2023

Term	Start Date	End Date
Autumn	Monday 15 August 2022 (teachers) Wednesday 17 August 2022 (pupils)	Friday 07 October 2022 (40 teacher; 38 pupil days)
Winter	Monday 24 October 2022	Tuesday 21 December 2022 (43 teacher; 42 pupil days)
Spring	Wednesday 05 January 2023	Thursday 6 April 2023 (60 teacher; 59 pupil days)
Summer	Monday 24 April 2023	Friday 30 June 2023 (52 teacher; 51 pupil days)

The above pattern provides for 190 school days, once the holidays and 5 in service days for teachers are deducted.

Holiday	Start Date	End Date
Autumn	Monday 10 October 2022	Friday 21 October 2022
Christmas	Thursday 22 December 2022	Wednesday 4 January 2023
Additional	Wednesday 15 February 2023 (Pupils) Thursday 16 February 2023 (Teachers)	Friday 17 February 2023
Spring	Friday 7 April 2023	Friday 21 April 2023
Additional	Friday 7 April 2023	
Additional	Monday 1 May 2023	
Additional	Monday 5 June 2023	Monday 5 June 2023 (Teachers) Tuesday 6 June 2023 (Pupils)
Summer	Friday 3 July 2023	Friday 11 August 2023 (Teachers) Tuesday 15 August 2023 (Pupils)

In Service Days
<ul style="list-style-type: none"> • Monday 15 August 2022 • Tuesday 16 August 2022 • Friday 18 November 2022 • Wednesday 15 February 2023 • Thursday 06 June 2023

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 – 5.

Your child can select two courses from:

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 £2.40 (from 1st April 2022 to 31 March 2023).

This is collected daily, but school meals can also be paid on a Monday for the full week. We now use iPayimpact. Payment and ordering for meals in advance can be done through iPayimpact. If Parents have any queries about iPayimpact please contact the school office.

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 25p per carton.

Milk money is collected usually through Ipayimpact which is the preferred payment method, however parents can pay by cheque made payable to Fife Council or cash on a termly basis. The cost varies, depending on the length of the school term.

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, maths, numeracy and health & 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.

North Queensferry Primary School benefits from being in a beautiful environment so we aim to make maximum use of this through outdoor learning. Children regularly use the local area, local church, community centre, MUGA (multi use games area) and playground as contexts to learn in.

At North Queensferry we pride ourselves in ensuring that pupils experience varied opportunities for wider achievement. P7 pupils take part in outdoor learning opportunities at Ardroy Outdoor Education Centre.

There are opportunities for all children to take part in musical performances each year. Primary 7 pupils have the opportunity to take on additional roles such as School Captains and Head Pupils. All pupils are encouraged to be respectful, ambitious and determined to do their best.

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 termly planning and tracking meetings are held with Senior Leadership and each teacher. During that time progress made by every individual child is discussed and there is a focus on ensuring appropriate support and challenge is in place. Targets for future learning are discussed and progress towards achieving these targets is monitored throughout the year.

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.

In North Queensferry there are two formal parents' evenings, one at the beginning and one towards the end of the school year. The end of term report goes out at the end of June. In addition we will contact parents throughout the year if we have any concerns about a child's progress and ensure an appropriate plan is put in place involving home and school. Examples of children's work are sent home termly in the form of a Personal Learning Journey jotter. We also share information images of children's learning weekly through the app SeeSaw (Nursery) and class Sway (Primary)

Class Sway links

Class Sway P1/2/3 <https://sway.office.com/SARs6RcnSuMPMNXh?ref=email>

Class Sway P3/4/5 <https://sway.office.com/Y3aV1DbAUz2JwY3Q?ref=Link>

Class Sway P5/6/7 <https://sway.office.com/GZQdzHREUQIbz6D4?ref=Link>

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 and 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.

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 on the pupil's return if it is not possible for you to call the school office on 01383 602425 (there is an answering machine on out of hours) or email enquiries northqueensferryyps.enquiries@fife.gov.uk 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 Pediatrician 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.

Useful Support Services

NHS Speech & Language

Occupational Therapy

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 Lee Waugh) 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 Deborah Davidson Education Manager at Deborah.Davidson@fife.gov.uk or on 03451 555 555 Ext 441982

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'.

Let`s Talk ASN Scotland is a national, free and independent legal advice service for parents of children and young people with additional support needs and can support in relation to a dispute with the education authority.

Let`s Talk can be contacted at letstalkasn@edlaw.org.uk or at 0141 445 1955

Children and young people can also exercise their own rights to access an assessment of their additional support needs, access advocacy and support to resolve disagreements with their school or the education authority. To access this support, the child or parent can contact My Rights, My Say to make a referral, email help@myrightmysay.scot To find out more about the children`s service website is <https://myrightmysay.scot/>

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

In North Queensferry we actively encourage parental involvement and greatly value parental input. We do this through sharing information and photographs on Twitter, class Sways (Primary), SeeSaw (Nursery) and through Learning Journey Jotters going home each term.

We have an active Parent Council who meet to plan opportunities to develop contexts for learning in school, raise funds, organise events and support evaluation of school policy. All parents are welcome to attend these meetings. We have parent helpers supporting a variety of projects including launching our library. We greatly appreciate these contributions and anyone interested in supporting the school should speak to the headteacher.

Our nursery transition programme supports children and parents to settle into nursery. This consists of regular sessions in the nursery with their parent, building to full

sessions alone. Children now regularly visit the main school building, taking part in P.E. lessons and weekly assemblies with pupils from their House group. Usually in term 3 and 4 nursery children take part in more formal learning opportunities with teaching staff and primary aged children. Parents are also invited to attend workshops and given written information about the school routine. All primary one children are given P.6 buddy, getting to know them and support them over a 2 year period. These primary buddies are given training in how to support the children to settle into school and will look out for them in the playground.

As restrictions have eased we are now able to ensure visits between school and nursery support transition for our children moving on to Primary 1.

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

Deferral Process - Accessing an additional year of funded ELC

In Scotland, children usually start primary school in the year preceding or during which they have their 5th birthday. This means that in Primary 1 classes, children are usually aged between 4½ and 5½ years. Where a child does not start school at the anticipated August start date for their year group, it is called deferred entry to primary school.

Children who are five at the start of the school session in August must start school in August. Alternatively, parents/carers can make arrangements to home educate their child.

If your child's 5th birthday falls between 18th August 2022 (the day after the school commencement date) and the end of February 2023 you have a legal right to defer their entry into Primary 1 until August 2023, when they are nearer 6 years old.

Previously, only children born in January and February had the automatic right to receive an additional year of funded Early Learning and Childcare (ELC) when they deferred. From August 2022, Fife Council will be taking part in a Scottish Government pilot scheme to extend this to all children who are eligible to defer entry into Primary 1. This is before it becomes a universal right in August 2023.

Every child is different, even those of the same chronological age. Prior to making your decision it is important to give consideration to a range of factors, including:

- how your child feels about starting school.
- your child's strengths as a learner.
- the particular outcome that would be achieved for your child by having an additional year at nursery.
- who can help inform your decision-making.

While the decision to defer a child's entry to primary school is ultimately for parents, it is widely accepted that the best decisions are reached with the involvement of those who know your child as a learner. We would recommend that you discuss options for your child with the staff in your ELC provider

as soon as possible. If you have any questions about the primary school your child will attend, you can contact the Headteacher of the school directly.

Additional useful information on what to consider is also available at: [Can my child defer starting school? | Parent Club](#) 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 <https://www.fife.gov.uk/kb/docs/articles/education2/early-learning,-childcare-and-nurseries/preschool-and-school-nursery/deferrals>

SCHOOL IMPROVEMENT

School improvement is a continuous focus for the work of the school all year. Staff, pupils, parents and partners are involved in identifying our priorities for improvement through consultation, questionnaires, focus groups and Parent Council. We then work as a whole school community to focus on how these improvements can be made. Effective self-evaluation and ongoing professional learning ensure we are continually improving as a school. We welcome feedback at any time and would respond to this. A Standards and Quality report is published annually for parents to share the work of the school and the improvements we have made.

SCHOOL POLICIES

All our school policies reflect Fife Council policy and are currently under review to ensure they reflect best practice in 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, My World of Work 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 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:

- **By text or email through your school** – make sure that you provide your mobile number and email address details to the school so that they can contact you by Groupcall
- **Online** - All the news and information you'll need is online. Visit www.fife.gov.uk and click on 'News Centre' for up to date information.
- **Follow-us** on [facebook.com/fifecouncil](https://www.facebook.com/fifecouncil) and twitter.com/fifecouncil
- **Listen** to Kingdom FM, Forth One and Tay FM

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.

ALTERNATIVE FORMATS

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

LANGUAGE LINES

এ নথিতে যেসব তথ্য আছে তা 03451555599 এ নাম্বারে ফোন করে অনুরোধ করলে বড় ছাপা, ব্রেইল, ওডিও সিডি/ট্যেপ ও ব্রিটিশ সাইন ল্যাংগুয়েজ ইত্যাদি মাধ্যমে পাওয়া যাবে।
কলের জন্য ইউকে ল্যান্ডলাইন থেকে খরচ হবে প্রতি মিনিটে ৩পি থেকে ৭পি, মোবাইলের খরচ ভিন্ন হতে পারে।

عند الطلب، يمكن توفير المعلومات الواردة في هذا المستند في صورة مستندات مطبوعة بأحرف كبيرة ومستندات بطريقة برايل وعلى أسطر/أقراص مضغوطة صوتية مع الترجمة بلغة الإيمارة البريطانية من خلال الاتصال بالرقم 03451 55 55 77
تتراوح تكلفة المكالمات بين 3 إلى 7 بنسات في الدقيقة من أي خط أرضي في المملكة المتحدة، وقد تختلف أسعار المكالمات بالهاتف المحمول.

如果你需要以大字體印刷、盲人點字、光碟/錄音帶格式或英國手語傳譯說明這份文件的內容，請致電 03451 55 55 88 提出要求。
用英國電訊固定座機撥打上述電話號碼收費每分鐘 3 至 7 便士，以手機撥打收費各異。

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

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

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਟੈਲੀਫੋਨ ਨੰਬਰ 03451 55 55 66 ਰਾਹੀਂ ਮੰਗ ਕਰਨ ਉੱਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ, ਆਡੀਓ ਸੀ.ਡੀ./ਟੇਪ ਅਤੇ ਬ੍ਰਿਟਿਸ਼ ਸਾਈਨ ਲੈਂਗੂਏਜ ਦੇ ਅਨੁਵਾਦ ਵਿਚ ਮੁਹੱਈਆ ਕਰਾਈ ਜਾ ਸਕਦੀ ਹੈ।

ਯੂ.ਕੇ. ਲੈਂਡਲਾਈਨ ਰਾਹੀਂ ਕਾਲ ਕਰਨ ਦਾ ਖਰਚਾ 3 ਤੋਂ 7 ਪੈਨੀਆਂ ਪ੍ਰਤੀ ਮਿੰਟ ਹੋਵੇਗਾ, ਮੋਬਾਈਲਾਂ ਦੇ ਰੇਟ ਵੱਖਰੇ ਵੱਖਰੇ ਹੋ ਸਕਦੇ ਹਨ।

03451 55 55 66 پر درخواست کرنے سے اس تحریر میں دی گئی معلومات بڑے پرنٹا بریل آڈیو سی ڈی/ٹیپ پر اور ترجمانی والی برطانوی اشاراتی زبان (برٹس سائن لینگویج) میں مہیا کی جاسکتی ہیں۔
کسی برطانوی لینڈ لائن سے فون کے نرخ 3 تا 7 پنس فی منٹ ہیں' موبائل کے نرخ مختلف ہوسکتے ہیں۔

