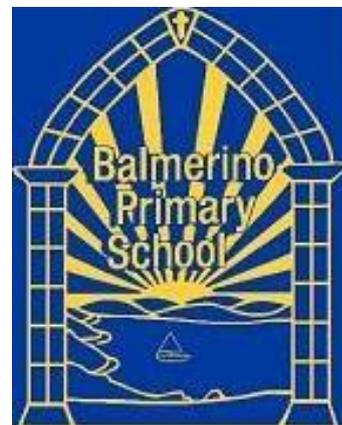


An A to Z of Information for Parents (Primary Classes)



Absence

If your child is absent from school, please call the school office by 9am.

If you know about the absence in advance e.g. for a holiday, please email balmerinops.enquiries@fife.gov.uk. If you would like to request the absence be recorded as authorised, please provide information about why it needs to happen in term time. We follow Fife Council guidance to monitor attendance and have to ask parents to ensure all holidays are booked for school holidays except in exceptional circumstances which should be discussed with Mrs Jess.

If your child needs to be collected early for an appointment, please ring the office in advance to let us know that this is happening. More information is available [here](#).

Bikes and Scooters

Pupils may bring bikes and scooters onto school grounds as long as they:

- have identified a safe route to school with their parents/carers.
- do not ride their bike/scooter in the school grounds
- store their bike/scooter in the bike shed.
- Wear a helmet when cycling.

Child Wellbeing

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. Anybody concerned about a child can bring their concern to Mrs Jess. Likewise, if we are worried about your child, we will come to you to discuss the concerns. Concerns may be about learning or health and wellbeing. We always discuss issues with parents and seek consent before going to another agency. The only exception to this is if a child is at risk of immediate harm without the intervention of another agency. More information is available [here](#).

Communication

If you would like to speak to Mrs Jess or your child's teacher, please phone the school office in the first instance. You can email Mrs Jess directly at lucy.jess@fife.gov.uk or the school office on balmerinops.enquiries@fife.gov.uk. Please understand that teachers are not available to speak to parents just before or at 9am as they are getting ready for the day and then bringing their class in. We regularly share information by text and email - please make sure your contact details are up to date.

First Aid

Key staff are trained in first aid and all have a working knowledge. If your child has a minor injury in school, it will be dealt with by a staff member and we will contact you if we are concerned or if there is something you need to check or monitor (e.g. a bumped head). In the unlikely event of a major incident, we would seek medical advice as well as calling you. We do ask that a parent is available at all times during the school day so that we can contact you in the event of an incident and ensure your wishes are followed. Please keep your contact details up to date for this reason.

Food in School

Please send your child with a snack for playtime - we recommend fruit, cheese, plain biscuits or similar. Sweets do not make a good playtime snack as they give a quick sugar rush and don't fill your child up until lunchtime. Crisps are high in fat and salt so are nice for a treat but perhaps not for everyday - we encourage a range of snacks if you can.

We sometimes have food in school for treats or curricular reasons and we gather permissions around this at the start of the school year. It is really important that you tell us if your child has any allergies or food they shouldn't eat for other reasons.

Some parents like to send in a treat for the class if their child has a special event (e.g. a birthday). You can do this as long as it is a small item and individually wrapped. Children will be given it to take home and eat with their parents' permission. We are a health promoting school and so do not regularly give out sweets or have children eat them in school.

We are a Nut Free School and ask that you don't send in anything containing nuts.

Getting to school

Primary aged pupils who live more than one mile from the school, yet fall within the catchment area, are entitled to free transport. This is provided by Fife Council Transportation. If you think this applies to you, you should contact the school office. For families who live within 1 mile of the school, we strongly encourage your child to walk or cycle to school rather than coming by car. If you do need to drive your child to school, please park at a safe distance from the school and walk them the rest of the way. If your child is old enough to come to school on their own, please plan a safe route with them and make sure they know where and how to cross the road. More information is available [here](#).

Illness

Please do not send your child to school if you know that they are unwell. It only increases the risk of infection and or the spreading of germs. Any bouts of vomiting/diarrhoea require an absence from school of 48 hours from the last episode of stomach upset. If your child has a high temperature, they should also stay off until they are better. More information is available [here](#).

Independence

We encourage all pupils to be independent and we therefore ask that you say goodbye to your child outside in the morning and do not accompany them into the cloakroom. At the end of the day, please wait for them outside. Parents are welcome to come onto the grounds at drop off and pick up times but we do ask that you don't come into the building.

Labelling/Lost Property

We try to encourage pupils to be tidy and to look after their possessions. We ask that all belongings have name labels. We do our best to reunite lost property with its owner but anything un-named and unclaimed will be disposed of or recycled.

Lateness

All pupils should come into school through their allocated door when the bell rings at 9am unless a prior arrangement has been made. Pupils arriving at 9.10 or later will have their attendance recorded as late. Arriving after 9am is disruptive to the class' routine and we ask that, wherever possible, you arrange your morning to get your child here to join the line at 9am. This being said, if something happens in the morning to disrupt your usual routine we would prefer your child still comes and arrives happy to come in even if it means they are a little late. Hopefully these days will be the exception not the rule!

Medicine in School

If your child requires to have medicine in school (including an inhaler) you must complete the required paperwork at the school office and hand the medication to a staff member.

Milk and Free Entitlement

Milk should be ordered and paid for at the end of one term for the next. This is done through the online system. Please only order and pay for milk if your child likes it and will want to drink it. Please make sure you order by the due date or you will miss the opportunity for your child to have milk the following term. If you are on a low income and register for Free School Meals, your child will also receive free milk and you will get a clothing grant for them. All P1-5 children receive a free lunch but you will only get free milk and a clothing grant if entitled and I encourage all parents on a low income to check if they can apply [here](#).

Mobile Phones

We do not generally allow pupils to bring mobile phones into school. However, we understand that there are occasions where Parents/Carers feel that it is necessary for their child to do so. In this event parents should make sure their child knows their phone should be switched off and in their bag at all times on school property. We can't take responsibility for phones that may get broken or go missing. Please be reassured that if your child needs to speak to you, we will let them use a school phone.

Outdoor Learning

We make use of the outdoor environment to support learning and will sometimes ask you to send your child with clothes for the outdoors: Warm, waterproof clothing in the winter but anything old and long sleeved/long trousers in the summer (along with a waterproof jacket). If your child is going to a local woodland area, you will be informed that they are off site but each day they are likely to go into our garden or onto the pitch. In the summer months, we recommend you check your child regularly for ticks as occasionally, a child can pick one up. More information is available [here](#). If your child should have a tick, we would contact you to come and remove it or seek treatment.

Playground Equipment

All equipment in Fife Council playgrounds is monitored through regular Health and Safety checks. If you prefer your child not to use a specific piece of equipment, please email Mrs Jess who will ensure playground staff know and please make sure your child understands they are not to go on the equipment.

School Holidays

School Holiday Date can be found online [here](#).

All children attend full days throughout the year, this includes the start of P1 and the last days of term.

School Hours

Morning 9.00am - 12.30pm

Interval 10.40am - 10.55am

Lunch 12.30pm - 1.15pm

Afternoon Session 1.15pm - 3.00pm

School Meals

Please pay for all lunches using the online system. Children in P1-5 receive a free lunch but their parents should still register on the online system so that you can choose meals together at home.

School Office

Please use phone or email to contact the office whenever possible. If you need to come to school in person, please come to the front door and ring the bell. A member of staff will come to the door to help you. Contact details are [here](#).

Shoes

Your child should come to school in black school shoes which they will wear all day. They should bring an old pair of trainers to wear in the garden or on the pitch to keep their school shoes clean and dry. They can keep these in their bag and so have them for use at home as well. On days that they work in the Morison Duncan Hall, they will also need a pair of clean trainers or gym shoes.

Sunscreen

Please note that school staff can't apply sunscreen to your child. Between March and October, we advise you send them to school with sunscreen applied. Children are allowed to bring their own sunscreen to keep in their bag and self-apply but must not share their cream with others. Please send them to school with a hat during these months.

Water Bottles

We encourage children to bring a bottle of fresh water to school each day and take it home every evening for cleaning. Juice can be drunk at lunchtime but at no other time through the school day - this includes 'no added sugar' and flavoured water and is in line with dental advice.

Uniform/Equipment

Our school uniform consists of

- Navy blue sweatshirt with or without the school logo
- White or yellow polo shirts with or without the school logo
- Grey or black school trousers or skirt (not jeans or leggings, please)
- Sturdy Black Shoes which fasten and don't slip off

Items with the logo on, along with school jackets and fleeces can be obtained from BE Schoolwear, 1-3 Meadowside, Dundee. Telephone 01382 200926. There are a range of shops (including supermarkets) where items without the logo can be bought.

All children must have a suitable kit for PE comprising of shorts or tracksuit trousers, a t-shirt and gym shoes (kept clean for indoors) and trainers (that can get muddy outdoors).

In warmer months children may wear grey shorts or a summer gingham dress.

Please send your child to school each day with a waterproof coat with a hood and a school bag big enough to fit an A4 folder and their shoes/PE kits. On the coldest winter days, the heating in some parts of the school struggles a bit and we recommend your child brings a second jumper or fleece to school to wear over (not instead of) their school jumper. If possible, their second jumper or fleece should be navy blue and not have a brand, slogan or hood.

All items of stationary are provided in school. Some children like to bring a pencil case but this is not required and there might be times the teacher prefers the child to use school resources rather than ones from home.

We value use of the outdoors and so need your child to come to school equipped for the Scottish weather! We will let you know if there are days when additional outdoor clothes are needed.