



**Balmullo Primary School**  
**Important Information for Parents**

*'Be Friendly, Be Ambitious, Be Responsible, Show Respect'*

**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 [balmullops.enquiries@fife.gov.uk](mailto:balmullops.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 Coggins (Headteacher). 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.

**Bikes and Scooters**

Pupils may bring their bikes and scooters to school 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 shelter
- wear a helmet when cycling.

**Child Wellbeing**

Our school, like all schools in Fife, supports 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 Coggins, who is the Named Person for our school. If we are worried about your child, we will contact 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.

**Cloakrooms**

All P1-7 children keep their belongings in the cloakrooms. These are a shared and busy space so it is not possible to invite parents to come into the cloakroom areas in the morning but please be reassured that children are looked after and supervised by staff as appropriate to their age and stage.

**Communication**

If you would like to speak to Mrs Coggins (Headteacher), Mrs Mitcham (Support for Learning Teacher) or your child's teacher, please phone the school office in the first instance. 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 via our Parent Weekly Update, by text and by email – please make sure your contact details are up to date.

**Drop Off/Pick Up**

The school carpark is for staff use only - we don't have space to accommodate parents using it for drop off and pick up nor is it safe to do so as there are moving vehicles throughout the day. Please have your child walk or cycle to school whenever possible and if you have to use the car, park at a safe distance and walk the rest of the way. When parking around the school, please respect all signage and do not park on double

yellow lines, the zigzags or in a place that blocks a drive way or causes you to mount a kerb. Please remember that if you park near the gates you will block the view of pupils crossing the road outside school – please help to keep everyone safe by parking at a distance if you can. Children and parents should not take a shortcut by walking or cycling through the carpark. There are moving vehicles throughout the day and the safe route is to use the foot paths and pedestrian gates.

All parents should note that their child is in their care until the teacher brings the class in at 9am. We strongly recommend younger children have an adult wait with them until the door is opened and that they are collected at the end of the day from the door. It is a parents' decision when their child is old enough to walk to school on their own and you should plan a safe route with your child and make sure that they know where to go and line up before you begin to allow them to do this. Your child returns to your care when we finish the school day at 3pm and we ask that you are there on time to collect your child or have made arrangements for them to be picked up (please ensure you have let the school office know if there is a change to your normal arrangements).

If your child attends breakfast club run by Out of School Club, they will be leave breakfast club to go and join the lines at 9am. If they attend Out of School Club, the staff will collect them from the main hall (P1 and P2) or meet them at OOSC red door (P3-7). Any questions about transition from Out of School Club into or out of school, please speak to the staff about it.

### **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. To support other pupils with allergies, please avoid sending snacks or lunchbox items which contain nuts.

We sometimes have food in school for treats or linked to a curriculum focus 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.

### **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 ensure they cross the main road at the crossing (if applicable).

### **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 'clear' from the last episode of stomach upset. If your child has a high temperature, they should also stay off until they are better.

### **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. P1 and 2 children should be supervised by an adult until the morning bell rings and the children go in and they should be picked up by an adult at the end of the day. P3-7 parents are welcome to accompany their child onto school grounds and meet them outside the door at the end of the day but we don't require them too. You can use your discretion about when your child is old enough to come on their own. You should note, however, that children are in your care until the line comes in at 9am and they leave our care once they come out at 3pm.

### **Labelling/Lost Property**

We do 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. Children prefer to be on time at the start of the day and arriving after 9am can feel uncomfortable for many children. This being said, if something happens in the morning that disrupts 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.

### **Milk and Free Entitlement**

Milk should be ordered and paid for at the end of one term and into the holidays in time for the start of the next term. 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:

[click here.](#)

### **Mobile Phones**

We understand that there are occasions when our older children need a mobile phone before or after school e.g. because they are going straight to a club not associated with school. In this event parents should make sure their child knows their phone should be switched off and is stored in the school office during the school day. Phones should not be used to film other children and/or adults on school property without their consent.

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.

### **Online Ordering System**

We use an online system for ordering and paying for school lunches and milk. The system is called iPayImpact. All P1-7 parents should sign up for this system when their child starts school – the office will give you instructions for how to do this. For those starting P1, you will get information about how to order for the first few days before you are set up on the system and this information will come in due course. Don't worry - your child will still get milk or lunch if you are not set up straight away.

### **Parents Portal**

[parentsportal.scot](#) is a digital service to help replace the traditional school bag run, by providing direct communication to parents through a growing suite of online services, including information about a child's education, access online school payments, your child's attendance and the ability to complete the annual data check. Registration for a Parents Portal customer account uses the [MyGovScot \(My Account\) Service](#). This is a secure and trusted service provided by the Scottish Government. Please contact the school office for further information.

### **Playground Equipment**

All equipment in Fife Council playgrounds is monitored through regular Health and Safety checks.

### **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 - 12.35pm

Interval 10.40am - 10.55am

Lunch 12.35pm - 1.20pm

Afternoon Session 1.20pm - 3pm

### **School Meals**

Please pay for all lunches using the online system (ipayImpact). 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 help you. Please do not enter the building via any other door or without going to the school office first.

School Office contact details: telephone 01334 659451 and email [Balmullops.enquiries@fife.gov.uk](mailto:Balmullops.enquiries@fife.gov.uk)

### **Sunscreen**

Please note that school staff are not permitted to apply sunscreen to your child. Between March and October, we advise you send them to school with sunscreen already 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.

### **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. We ask that the bottle comes to school full – if your child drinks it all they can top up through the day.

### **Website** [Balmullo Primary School](#)

Our website is a useful place to find out more about our school and to access the Parent Weekly Updates, School Calendar and information on our school Positive Relationship and Behaviour Policy.

### **Uniform/Equipment**

All P1-7 children are expected to wear the following to school:

- Grey skirt, trousers, pinafore dress or shorts
- White blouse/shirt/polo shirt
- Red school sweatshirt/cardigan – with or without the school logo
- Gingham summer dresses (red check)

Items with the school logo are available from BE Schoolwear, 1-3 Meadowside, Dundee DD1 1LW (Tel: 01382 200926) BE Uniforms Dundee ([click here for website](#))

All P1-7 children should bring the following items to school:

- Water bottle
- A waterproof coat with a hood
- A school bag big enough to fit an A4 folder

On PE day children should wear their PE kit. This consists of

- Trainers, fleece, plain coloured t-shirt, joggers/shorts

Some children like to bring a pencil case but there is no requirement to do so – all stationery is provided and there may be times when teachers prefer the children to keep their own resources in their bag so that everyone is using the same equipment.

P1-7 children should come to school wearing shoes that are suitable for outdoor play. An indoor shoe/gym shoe can be brought to school to wear inside (no sliders, crocs or slippers); your child must then change their indoor shoes at breaktimes so that they are kept clean. We have carpets fitted in most areas and want to keep them clean and fresh!

Jeans and branded hoodies are not appropriate for wearing in classrooms. In their final year, P7 children are gifted a leaver's hoodies which they can wear in class but with this exception, all children should wear a jumper, sweatshirt, or cardigan in school colours. Research suggests that wearing school uniform promotes a sense of teamwork, inclusion and ownership and I am grateful to all parents who support our uniform guidance.

Please Note:

- School uniform is ***always*** required on school trips