



EDUCATION AND CHILDREN'S SERVICES

Carnegie Nursery 2020-21

**Information
for Parents/Carers**

FIFE COUNCIL EDUCATION SERVICE

WHAT WE STAND FOR

The Education Service in Fife plays a key role in taking forward the wider aims of Fife Council. As part of the Education and Children’s Services Directorate, our vision and what we stand for is “**Improving Life Chances for All**”.

THE VALUES AND PRIORITIES OF THE EDUCATION SERVICE



Our approach towards “**Improving Life Chances for All**” is founded on the values of Compassion; Ambition; Respect and Equality as we develop the capacity of young people to become:

- Successful learners
- Responsible Citizens
- Confident Individuals
- Effective Contributors

The four priorities of the Education Service are Educational Outcomes, Employability skills, Equity and Equality and Enhancing Opportunities for Vulnerable Groups and Individuals.

The themes supporting the 4 priorities are shown below.

| 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 nursery. Should you have any further enquiries, please do not hesitate to call in at the nursery where we shall be pleased to help you.

Dear Parent

We look forward to welcoming you to be part of the Carnegie Nursery and Primary School community and to working in partnership with you and your child.

At Carnegie we support our children to become confident, independent and responsible life long learners. We do this by providing powerful learning experiences, an excellent nurturing learning climate and a collaborative work ethic.

In our nursery we provide a child centred environment whereby the children's voice is valued and considered. The children learn through play encouraging them to develop their own interests and motivating them towards personal achievement. Our dedicated team of Early Years Officers nurture, support and challenge the children to achieve their potential.

We look forward to working with you to provide the best possible start to life long education for child.

Yours sincerely

Julie Journeaux
Headteacher

SCHOOL ETHOS

Learning Together ...Growing Together Having Fun Together Soaring To Success.

Growing Together, Soaring to Success

At Carnegie Primary School our aim is to provide a positive ethos based on the core values of kindness and ambition and respect in which each child can achieve the highest possible standards and develop the skills for learning, skills for work and skills for life. We actively promote continuous improvement that involves pupils, parents, staff and our community.

Through high quality learning and teaching we ensure that every child experiences opportunities for achievement and success. We develop and encourage our pupils to become successful learners, confident individuals, responsible citizens and effective contributors with a sound understanding of the world around them and Scotland's place within it.

At Carnegie we aim to provide:

- A nurturing environment in which children can develop the key personal qualities of resilience, perseverance, co-operation and a positive attitude to learning.
- Challenging and stimulating learning linked to real, relevant learning contexts.
- High quality teaching of core skills (literacy, numeracy, ICT, learning and thinking skills, problem solving and enterprise).
- Active engagement of each child in the development of their learning to become reflective learners who can discuss what they are learning, why they are learning and what they can do to improve.
- Learning opportunities that are matched to each child's individual need .
- Opportunities for every child to express their views and contribute fully to the life of the school.

Carnegie Primary School Core Values:

RESPECT

KINDNESS

AMBITION

BUILDING

THE SCHOOL

Carnegie Primary School is situated in Dunfermline eastern expansion. The building is a modern building completed in 2011. There are 21 classes at Carnegie School. The school roll is currently 580 pupils with a further 160 in the nursery (when at capacity).

Primary 7 pupils go into Woodmill High School for their secondary education.

In addition to the Headteacher, the school has three Depute Headteachers, 21 class teachers, 2 learning support teachers who provide pupils with high quality learning experiences and lots of opportunities for achievement.

We also have 11 Pupil Support Assistants working with the class teachers to support children with additional needs under the direction of the learning support teacher.

The nursery employs 18 Early years Officers. We have 2 nursery classrooms but children move freely between both rooms. The children also access the nursery garden. Forest Kindergarten is a firmly established part of the nursery experience.

Our Parent Council and PTA are actively involved in the life of the school and contribute to a variety of school projects.

Disabled Access: Disabled access to all areas of the school from the exterior. Lift available in school for wheelchair users.

CONTACT DETAILS

Headteacher: Julie Journeaux

Address: Carnegie Nursery, Pittsburgh Road, Halbeath, Dunfermline, KY11 8SS,

Telephone No: 01383 602460

Website: www.fifedirect.org/carnegieps

Email: carnegieps.enquiries@fife.gov.uk

Nursery Roll: 160

Parent Council Website: friends-of-carnegie@hotmail.com

Parent Council Email: carnegiefundraising@hotmail.com

Other Information

- I am worried about my child - what can I do?

Your child might be about to go into hospital and you are worried that they might fall behind with their work.

Children can experience difficulties at any time during their school career. You might know of difficulties within your family such as Dyslexia and are worried that your child might experience similar difficulties.

A relative or close family friend might have passed away and you are worried that your child is feeling frightened or depressed.

You might have a number of worries about your child and their progress at school. The first step is to phone school and make an appointment with your child's Teacher. You can do this at any time and it is better to do so sooner rather than later. During the appointment your child's teacher will explain what strategies and support can be put in place within class for your child. If your child's teacher thinks that your child requires further support she/ he will arrange for a further meeting. This meeting might include having a chat with our Additional Support Teacher or a promoted member of staff. It might be that another professional such as a School Nurse or Speech and Language Therapist needs to be consulted.

Many difficulties faced by young children can be short term if dealt with quickly. Please do not worry about being over anxious just pick up the phone and we can take it from there.

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 nursery child is the NHS Health Visitor. Should you need help in contacting your Health Visitor Nursery staff can help you with this.

NURSERY HOURS

| | | | |
|------------------------|---|------------|----------------|
| 3hr 10 mins AM Session | 8.30am - 11.40am | PM Session | 12.40pm-3.50pm |
| 3hr 58mins AM Session | 8.30am - 12.28am | PM Session | 12.40pm-4.38pm |
| Full Day | 8.30am - 4.25pm Lunchtime 11.45am - 12.15pm | | |

APPLYING FOR A NURSERY PLACE FOR YOUR CHILD

From August 2020 the number of funded hours of early learning and child care for all three and four year olds as well as eligible two year olds will almost double to 1140 hours a year. This will provide families with greater choice and flexibility over how their child care needs are met. In order to ensure every three and four year old child has a nursery place, every child attending nursery between August 2020 and July 2021 needs to submit an application to their preferred preschool setting/s between 6th and 31st January 2020.

Three and four year old intakes

What are my options for early learning and childcare?

Fife Council are providing the following three options in your local area.

1. Term time (38 weeks a year) – 5 days a week, Monday to Friday from 9:00am to 3:00pm.
2. Full Year (46 weeks a year) – 2 ½ days a week, Monday/Tuesday full days from 8:00am to 6:00pm, and Wednesday morning ½ day from 8:00am to 12:48pm or Wednesday afternoon ½ day from 1:12pm to 6:00pm, and Thursday/Friday full days from 8:00am to 6:00pm.
3. Full Year - (49 weeks a year) – ½ day sessions - Monday to Friday morning sessions from 8:00am to 12:40pm or Monday to Friday afternoon sessions from 1:20pm to 6:00pm.

You may also access your funded 1140 hours early learning and child care from a private nursery or play group or childminder in partnership with Fife Council. It will also be possible to share hours between different early learning and child care providers.

Extended and wraparound early learning and childcare will also be available in some nurseries where there is capacity. You will be informed if this is available in your nursery once you have accepted a place for your child. You can then choose to pay for additional hours over and above your entitlement, where this service is available.

You are asked to provide five choices on your application form as some nurseries or session times may be oversubscribed. In the event we are unable to offer you your first choice, we will then look at your other nursery choices to see if we can offer you one of these.

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

Applications for Fife Council nurseries for three and four year olds must be received by the 31st January 2020 in order to be included in the process which allocates places for the following academic year. Late applications received on or after the 1st February 2020 will not be considered until after the full application process has taken place for this age group.

Applications for private nurseries, play group and childminders in partnership with Fife Council should be made directly with individual establishments and services.

Families with children who currently attend nursery and are due to return for their preschool year in August 2020 will be eligible for 1140 hours of funded early learning and child care. Therefore, families who wish for their child to attend a Fife Council nursery will be required to make a new application for their child in January 2020.

When should my child start nursery?

- Nursery intakes take place three times during the academic year. If your child was born between 01/03/2017 and 31/08/2017, they will be eligible to access funded ELC from August 2020.
- If your child was born between 01/09/2017 and 31/12/2017, they will be eligible to access funded ELC from January 2021.
- If your child was born between 01/01/2018 and 28/02/2018, they will be eligible to access funded ELC from April 2021.

Applications for any of the above intakes must be made in January 2020.

How to apply

Application forms are available from all Fife Council nurseries, local council offices or online at www.fife.gov.uk. Applications should be returned to your first choice nursery, along with any proof requested. Applications must be received by 31st January 2020 for any child who will be attending a Fife Council nursery between August 2020 and July 2021. You will be notified in April by the school or nursery to advise you of where you have been offered a place.

Two Year Old Intakes

Eligibility Criteria for 2-Year Olds

Your child can also access 1,140 hours of funded ELC in the term 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 £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 2020-2021

| Term | Start Date | End Date |
|--------|---|---|
| Autumn | Monday 17 August 2020 (teachers) Wednesday 19 August 2020 (pupils) | Friday 09 October 2020 (40 teacher; 38 pupil days) |
| Winter | Monday 26 October 2020 | Tuesday 22 December 2020 (42 teacher; 41 pupil days) |
| Spring | Wednesday 06 January 2021 | Friday 26 March 2021 (56 teacher; 55 pupil days) |
| Summer | Monday 12 April 2021 | Thursday 01 July 2021 (57 teacher; 56 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 12 October 2020 | Friday 23 October 2020 |
| Christmas | Wednesday 23 December 2020 | Tuesday 05 January 2021 |
| February | Thursday 18 February 2021 | Friday 19 February 2021 |
| Spring | Monday 29 March 2021 | Friday 09 April 2021 |
| May Day | Monday 03 May 2021 | |
| June | Monday 07 June 2021 | |
| Summer | Friday 02 July 2021 | Friday 13 August 2021 (teachers) Tuesday 17 August 2020 (pupils) |

| In Service Days |
|---|
| <ul style="list-style-type: none"> • Monday 17 August 2020 • Tuesday 18 August 2020 • Friday 13 November 2020 • Wednesday 17 February 2021 • Thursday 06 June 2021 |

SCHOOL MEALS AND MILK

School meals are provided in all primary schools and meet the Scottish Nutritional Standards.

Meals are provided free of charge for all pupils in Primaries 1 – 3.

Your child can select two courses from:

Home Made Soup or Daily Dessert or Fresh Fruit

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 £2.20 (from 1st April 2019 to 31 March 2020).

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 nurseries.

WATER IN SCHOOLS SCHEME

All pupils have access to chilled water throughout the school day.

SNACKS

A contribution of £1.50 per week per child is asked for to go towards snack etc.

VOLUNTARY CONTRIBUTION

No charge is made for attendance at nursery. However, it is normal practice to ask for a small voluntary contribution to cover the cost of snacks, baking ingredients, nursery parties, outings etc. This is usually between £1/£2 per week.

CURRICULUM

In the Early Years setting children are surrounded with opportunities for learning experience to encourage their holistic development across the key areas of the Curriculum for Excellence. The curriculum has been organised into 8 areas:

- Health and Wellbeing
- Literacy and English
- Numeracy and Maths
- Expressive Arts
- Science
- Technologies
- Social Subjects
- Religious and Moral Education

Early Learning and Childcare aims to provide a broad, experiential curriculum that meets the needs of all children and which develops skills for learning, skills for life and skills for work. This means that every child is entitled to a curriculum which is:

- Coherent from home to nursery through to their transfer to primary school.
- Founded on sound learning and teaching practices including well planned learning experiences which are active and engaging and based upon research.
- Based upon developing skills and competences in literacy and numeracy and an ability to make informed choices about their health and well being.
- Real and relevant, now and in the future.

All staff have a responsibility to build our children's capacity to become:

- Successful Learners
- Confident Individuals
- Responsible Citizens
- Effective Contributors.

In Early Learning and Childcare and Primary 1 most children will be working within the early level of Curriculum for Excellence.

ATTENDANCE

For reasons of Care and Welfare we ask that you contact us as early as possible on the first day of absence. If we do not hear from you then we are obliged to begin formal absence and attendance procedures. A copy of these procedures are available in school.

HEALTH CARE

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

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

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

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

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 Natalie Falconer) who will deal with all child protection issues and with whom any concerns can be discussed.

SUPPORT FOR PUPILS

Some children require additional support to make progress in nursery. Such support takes a range of forms – extra consideration by their early years officer or support from a Pupil Support Assistant. 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 nursery staff when you first enrol your child at nursery or make an appointment to discuss this with the headteacher. Nursery 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.

Each early years officer will ensure learning needs are met in their group 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 nursery. 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 nursery, 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 nursery, it may be helpful to involve an educational psychologist or education officer. The nursery 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, Education Manager at Alistair.Haldane@fife.gov.uk or on 03451 555 555 Ext 444224.

Parents can also contact Enquire - the Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- a telephone helpline – 0845 123 2303
- an online enquiry service – info@enquire.org.uk
- two websites– www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

Enquire also provides a range of clear and easy-to-read guides and factsheets explaining everything from ‘additional support in the early years’ to ‘what planning should take place for moving on from school’.

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 by contacting our helpline on 0345 123 2303.

SPEECH & LANGUAGE THERAPISTS / OTHER SERVICES

EQUAL OPPORTUNITIES

Fife Council’s schools promote Equal Opportunities for all pupils. All schools take problems of bullying and racism very seriously, and have procedures for dealing with hate incidents and supporting pupils and parents.

PARENTAL INVOLVEMENT

We welcome the opportunity to work in partnership with our parents. We provide the opportunity for parental involvement in a number of ways

- cuppa chats
- sharing of PLPs
- shared activity events
- parent helpers/volunteers
- PSA/Parent Council
- excursions/outdoor education

THE SCHOOL TO WHICH YOUR CHILD WILL TRANSFER

On completion of your child’s nursery education the normal arrangement is for children to transfer to the local primary school associated with your postal address. You will of course be aware that parents can make a choice to attend a different primary school and this is known as a placing request. Further information on this is contained in the booklet ‘Choosing a

School - A Guide for Parents' which is found at www.scotland.gov.uk/Publications/2010/11/10093528/0

Where a child goes missing from school without warning then the education service is obliged to link with other services to discover where the child has gone and confirm their safety and wellbeing.

DEFERRED ENTRY TO PRIMARY SCHOOL

Currently children with January or February birthdays are entitled to a further year of funded nursery education at parental request within a local authority or a Partner Provider nursery.

Parents of children who are 5 after the start date of the new school session and on or before the 31 December are not entitled but can request a discretionary additional year in nursery for their child. Requests are not always approved. Decisions on deferred entry requests are made by Education Managers based on information provided to them including assessment by the Headteacher and staff of the nursery, and at times the link educational psychologist.

A deferred entry to school has significant implications for any child and these decisions are not taken lightly. There needs to be careful consideration of how a child's needs can be best met, with full knowledge of the support that can be provided within a nursery setting, a mainstream primary school or a more specialist provision. If a school deferral is considered to be in a child's best interest, existing resources are used to accommodate the additional year within a Fife Council nursery.

Parents should speak with their nursery Headteacher if they have any concerns about their child starting school or should they wish to find out more about deferred entry to school. Further information on deferred entry can be found on Fife Direct.

SCHOOL IMPROVEMENT

- Each year staff, pupils and parents are consulted by means of a questionnaire on how well our school is performing and what we need to do next to continue improving. We also use a range of other data related to our school to ensure continuous improvement at Carnegie Primary School.

A copy of our School Improvement Plan is available in the foyer. A synopsis of our School Standards and Quality Report containing information about how well our school is doing and our main priorities for the forthcoming year will be sent to every family in October each year.

These can be provided on request.

Each year we hold a Parent Council AGM. During this meeting Mrs Marnoch provides a verbal report to all parents based the Standards and Quality Report and School Improvement Plan.

SCHOOL POLICIES

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

We have a number of school policies and parent guides available to parents

Copies of these are available on request

These range from policies on volunteering and medication to guides on the curriculum and parent booklet If you'd like to discuss any school policy we are happy to meet with you

DATA COLLECTION

Fife Council collects information on pupils, parents and other carers to enable the provision of educational and other support services including personal data, contact details, pupil's attainment records and health information.

We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Sometimes the best way is by sharing information with our partner agencies including NHS Fife, Fife Constabulary, Careers Scotland and the Scottish Government Education Department. These agencies have a responsibility to protect children, young people and vulnerable adults and sharing information between agencies helps to do this. Examples include: the provision of dental services, immunisation programmes and road safety campaigns.

The benefits of data sharing.

Sharing information between partner agencies ensures integrated service provision which provides a positive contribution to the safety and well-being of children and young adults.

Data sharing helps:

- protect children and young people from suffering harm, abuse or neglect;
- ensure children and young adults with additional needs get the services they require;
- enable pupils to achieve their academic potential and attain their goals;
- plan future services

What information can be shared?

Information collected through enrolment forms or provided by parents and other carers will be held on computer systems and used within Fife Council for the purposes of furthering education and training, pupil care, career guidance, health monitoring and Parent Council elections and advice.

Information will be shared with partner agencies when there are clear concerns about the care, safety and welfare of children, young people or vulnerable adults and to aid careers planning. If you have any questions or comments on the information we share please contact David Smith, MIS Team Leader at education.data@fife.gov.uk

Personal data **will not** be shared out-with the above circumstances and information will not be disclosed to any third parties except where permitted or required by law or where informed consent has been received. The uses of the information are covered by the Council's registration under the Data Protection Act 1998.

WANT MORE INFORMATION?

Further information on Fife Council's use of data and the Data Protection Act 1998 can be found on Fife Council's website www.fifedirect.org.uk

SEVERE WEATHER CONDITIONS

Unless specifically advised, schools will remain open during periods of severe weather. It is vital that parents/carers ensure that schools have the means to contact them should this position change. Decisions to close will be made as early as possible.

To be kept up to date with closure information:

1. **By text or email through Fife Direct** – Notification of a school closure is done by schools through Fife Direct. To sign up to receive text or email alerts, please enter your contact details via www.fifedirect.org.uk/alerts, click on Alerts and under Alert Services click on [join fifedirect](#).
2. **By text or email through your school** – Make sure that you have given your up to date mobile number and email address details to the school so that they can contact you via Groupcall. These messages will provide supplementary information to the above.
3. **Visit** www.fifedirect.org.uk/closures. Also, check the website of your own school.
4. **Follow-us** on [facebook.com/fifecouncil](https://www.facebook.com/fifecouncil) and twitter.com/fifecouncil.
5. **Listen** to Kingdom FM, Forth One and Tay FM.
6. **Check TV** on Sky channel 539, press red or Virgin channel 233, press red.

Please note: If your child moves school or attends more than one establishment, you should amend the school details on your account in Fife Direct to ensure you receive information from the correct school.

Schools also circulate severe weather information for parents and carers at the start of the winter term. This may be added to their websites, shared through email or text messages and/or distributed via school bag mail drop.

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/ট্যেইপ 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 أشرطة/أقراص مضغوطة صوتية مع الترجمة بلغة الإشارة 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 پرنٹ 'بریل' آڈیو سی ڈی/ٹیپ پر اور ترجمانی والی برطانوی اشاراتی زبان (برٹش 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۔