

# Falkland Primary School



## *Parent Information 2025*



Falkland Primary School  
Pleasance  
Falkland  
KY15 7AW

01334 659415

[falklandps.enquiries@fife.gov.uk](mailto:falklandps.enquiries@fife.gov.uk)

*Last updated 15/08/21*

Dear Parent/Carer,

Welcome to Falkland Primary School.



We strongly believe that learning and teaching is a partnership between parents, pupils, school staff and the wider community.

At Falkland we provide a learning environment demonstrating our school values.



We value your involvement and interest in your child's education as a crucial part of our continuing partnership. No worry concerning your child is too small or unimportant to share with us - please contact us at any time.

Our school is well supported by an active Parent Council.

As a school we value your participation in the life of our school. Please let us know if you would like to become involved in school activities, have ideas or suggestions, worries or concerns. We are here to support you and your child.

I fully appreciate that this booklet may not answer all the questions you might have, and if this is the case, please contact the school to arrange a time to visit.

Yours sincerely

Mrs Holly Kirkhope

Headteacher

### Severe Weather Conditions

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

To be kept up to date with closure information:

1. Visit [www.fifedirect.org.uk/closures](http://www.fifedirect.org.uk/closures). Also, check the website of your own school. By text or email through Fife Direct – To sign up to receive text or email alerts, please enter your contact details via [www.fifedirect.org.uk/alerts](http://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 mobile number and email address details to the school so that they can contact you via Groupcall.
3. Follow-us on [facebook.com/fifecouncil](https://facebook.com/fifecouncil) and [twitter.com/fifecouncil](https://twitter.com/fifecouncil).
4. Listen to Kingdom FM, Forth One and Tay FM.
5. Check TV on Sky channel 539, press red or Virgin channel 233, press red.

### Parent Council

Falkland Primary has a very supportive Parent Council. All parents are invited to attend Parent Council meetings. They have pro-actively strived to raise funds for our school and regularly hold fun events for the whole community - these have included discos, quiz nights and Christmas / Summer fayres. We strongly value the support from parents and seek ways to involve parents in the life of our school. We have many parent volunteers helping within the school e.g. sharing skills with pupils, helping on school trips, hearing reading groups, displays, games during lunchtime.

Email: [falklandparentcouncil@gmail.com](mailto:falklandparentcouncil@gmail.com)

Facebook: [@fpsparentcouncil](https://facebook.com/fpsparentcouncil)

## Welcome to Our Team

### School Meals

Fife Council provide school meals to all pupils in Fife. The current cost of a meal is £2.60. School meals should be ordered and paid for using Fife Council's IPayimpact online system; you will be provided with information about this separately.

At Falkland Primary the meals come from Glenwood High School kitchen. Daily orders are phoned into Glenwood HS kitchen by 9.30am. Unfortunately for any pupils arriving late to school (after 9.30am), we will not be able to order a meal, and it would be appreciated if alternative arrangements are made for your child's lunch (packed/home).

### Free School Meals

P1—P5 Pupils currently receive free school meals (**but not milk**) under a Scottish Executive initiative.

### Local Authority Free School Meals Entitlement (including Milk)

This entitlement (**which includes milk**) needs to be applied for from Fife Council. Please contact the Council on: 01345 55 55 55 / [www.fifedirect.org.uk/schoolbenefits](http://www.fifedirect.org.uk/schoolbenefits) for more details.

### School Milk

Fresh chilled milk is available in all Primary Schools, and currently costs 25p per carton. Milk money is collected termly via Ipayimpact and letters will be sent home detailing the amount prior to each new term.

### Water in School Scheme

All pupils have access to chilled water throughout the school day. Please ensure your child has a water bottle with their name on it in school every day.

Headteacher  
Principal Teacher

Mrs Holly Kirkhope  
Mrs Claire Adair

Teaching Staff

Mr James Waite  
Mrs Fiona Dunlop  
Mrs Lisa Urquhart  
Mrs Kirsty Conway  
Miss Louise Carlton  
Mrs Gemma Mackenzie  
Mrs Ruth Donnet

Support for Learning

Mrs Fiona Liu

Pupil Support Assistants

Mrs Julie Kotlewski  
Mrs Kate Vance  
Miss Claire Campbell  
Miss Laura Shepherd

Clerical Assistant

Mrs Louise Orr

Janitor  
Catering

Mr Terry McGinley  
Mrs Nicola Chapman

Parent Council  
Chairperson

Mrs Suzanne Hedderman/  
Mrs Debbie Georgeson

Treasurer  
Secretary

Mrs Emma Anderson  
Mrs Sarah Waite

## Our Vision Statement

We aspire to be a nurturing, learning family where attainment is excellent, achievements are planned for and celebrated, and where we are all involved in supporting a love of learning.

## Our School Values



### Aims

We are kind to ourselves, each other, our school, our community and our world.

We have courage through ambition, risk taking, challenge and self-reflection.

We show curiosity by having enquiring minds, being motivated and by developing a love of learning.

### Leadership

We firmly believe in recognising the talents of our pupils, parents and staff and look for ways to utilise these effectively. We regularly plan for and celebrate success - recognising the wider achievement of our pupils.

Children receive certificates for kindness, courage and curiosity and wider achievement is celebrated by the whole school.

All classes are responsible for school improvement and developing strong partnership working with members of our community as part of our School Voice.

### School Attendance

If your child is enrolled in school, you are legally obliged to send your child to school on a regular basis. You **must** inform the school by 9am on their first day of absence. This can be done by:

- phoning the office on 01334 659415,
- emailing [falklandps.enquiries@fife.gov.uk](mailto:falklandps.enquiries@fife.gov.uk) or
- texting free on 07860 003745.

The school sends Absence Texts out daily for unknown pupil absences.

### Photographs/Recordings

On the Enrolment Form there is a General Permission section regarding the photographing and/or recording of activities, with supporting information.

This also informs you that performances and activities should not be photographed or recorded without the express permission of the school.

### Showing of DVDs to support learning

This is also covered by a section of the Enrolment Form.

### Outings

Part of the enrolment form is an Excursion Permission Consent Form for full/part day trips not involving adventurous activities and UK residential trips not involving adventurous activities. Any other trips would be dealt with separately.

### Outdoor Learning

All classes learn through our Outdoor Learning experiences from P1 to P7. Each class will be learning outdoors, in the local estate and surrounding area, each week. Children will require appropriate clothing on this day including waterproof trousers and jacket and appropriate footwear.

### Child Protection

In line with the Fife Policy the school will, of course, play its part in working together with other agencies to ensure the protection of children. The school's Child Protection Officers are Mrs L. Munro and Mrs. F. Dunlop

### Compliments, Concerns and Complaints

Please refer any of the above to Mrs Munro.

## Finding Out About Your Child's Progress

### Assessment

Within our school, staff use Assessment is for Learning (AiFL) strategies during lessons to ascertain where children are in their learning. They encourage children to be reflective learners so that they too are involved in identifying their strengths and next steps. We have detailed planning formats which focus on the skills we would like children to learn. They also allow us to track each child's individual progress. The Headteacher meets regularly with class teachers to discuss the learning taking place and plan for future learning. P4 and P7 are also assessed using the Scottish National Standardised Assessments.

### Reporting

In all Fife schools, teachers' reports about each pupil's learning play an important part in providing useful feedback, 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 is clear, positive, specific, supportive and gives 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.

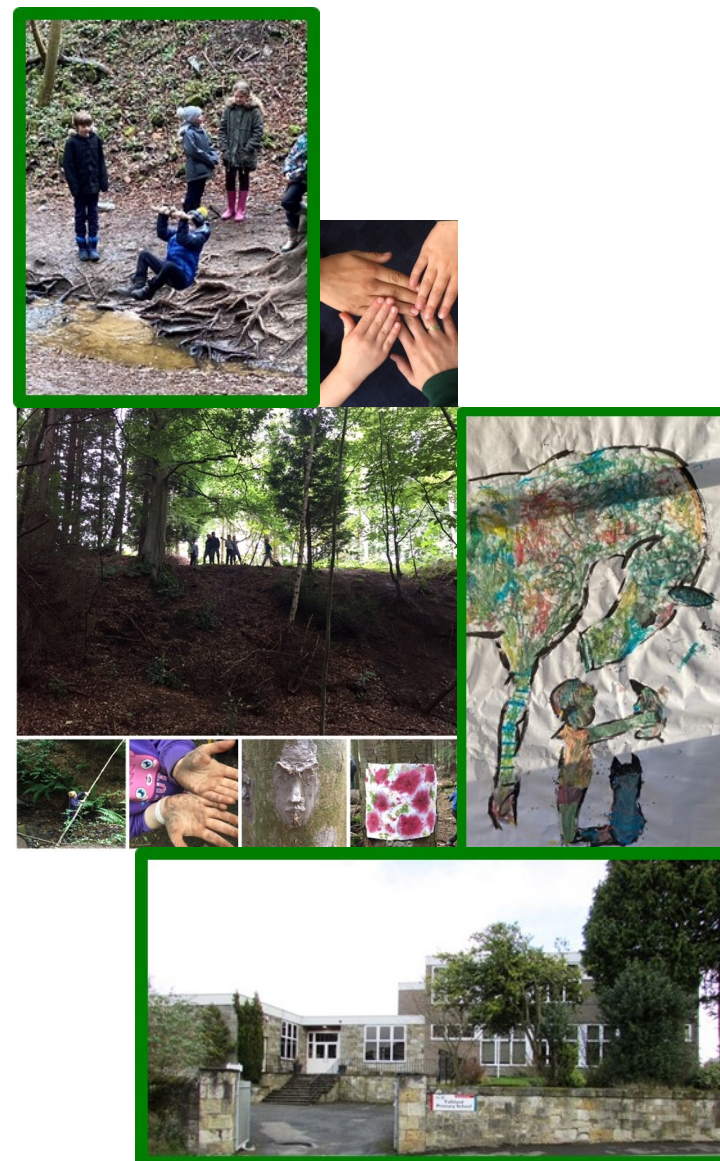
We hold parents/carers evenings twice a year and invite parents into their child's classroom on our Sharing the Learning days.

### Health

If your child is unwell please keep them at home. If your child is taking medication, please let the School know. If your child requires medication while they are at School please ask for a Medication Permission slip from the School Office.

Please keep your child at home for 48 hours after sickness and diarrhoea has stopped.

In the case of illness or serious accident at School, you or your emergency contact will be notified. It is vitally important to let staff know of any changes to emergency contact numbers.



## What Do You Need To Know?

### School Visits

As part of our transition programme you and your child will be invited to visit the school prior to your child's start date. You will be given an opportunity to meet the staff and ask any questions that you may have.

### The school day

|               |                   |
|---------------|-------------------|
| Session       | 9am - 3.05pm      |
| Morning Break | 10.40am - 11.00am |
| Lunchtime     | 12.40pm - 1.25pm  |

### School Uniform

At Falkland Primary we believe that children should be proud to be part of the school. The wearing of our uniform helps us create a very positive ethos where everyone is part of our school community. It gives children a sense of belonging and avoids arguments at home about what they may or may not wear to school. The uniform consists of a green school sweatshirt, white/green polo shirt, grey/black skirt or trousers and black school shoes. Currently, school sweatshirts, polo shirts and other items can be ordered direct from our uniform supplier—Border Embroideries — [www.border-embroideries.co.uk](http://www.border-embroideries.co.uk) Children are required to change into gym shoes or trainers, shorts and t-shirts for PE. We also have storage for outdoor footwear to allow the pupils access to the playing field during break and lunch. Please ensure that all items of clothing and footwear are clearly named.

### School Clothing Grant

A grant is available to each pupil attending full-time education in Fife towards the cost of school clothing, provided that the parent is entitled to Child Benefit and receives one of the following: Income Support; Job Seekers Allowance (Income Based); Employment and Support Allowance (Income Related); Child Tax Credit only, with income below £18,725; both maximum Child Tax Credit & Working Tax Credit with annual income below £8,717; Support under Part VI of the Immigration & Asylum Act 1999; Universal Credit including those with a maximum take home pay of £726 per month; Working Tax Credit only, with an annual income less than £18,725 (School Clothing Grant only); Widows Allowance, if not in full time employment (School Clothing Grant only); Incapacity Benefit Long Term (School Clothing Grant only). Please contact: [www.fifedirect.org.uk/schoolbenefits](http://www.fifedirect.org.uk/schoolbenefits)

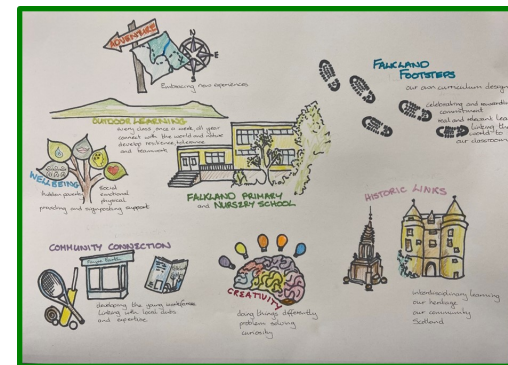
### Curriculum

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.

All schools follow the same principles in designing the curriculum, aimed at ensuring that children have the experiences and opportunities to become –

**Successful Learners**  
**Confident Individuals**  
**Effective Contributors**  
**Responsible Citizens**

Literacy, numeracy and health and wellbeing are addressed throughout the curriculum. Children are fully consulted throughout their learning and in decisions about what they learn and how they learn it.



Falkland Primary has also developed a P1-7 curriculum pathway, Falkland Footsteps, which is focused on providing opportunity for developing leadership, resilience, teamwork and communication across all eight areas of the curriculum supported by outdoor learning. (Falkland Footsteps leaflet available)

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.