



## EDUCATION AND CHILDREN'S SERVICES

# Inverkeithing Primary School 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"> <li>● Improving Outcomes for Learners including a focus on raising attainment in Literacy and Numeracy</li> <li>● Developing Excellence in Learning and Teaching</li> <li>● Building an excellent Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>● Universal learning programmes to ensure all young people learn about careers and develop recognised employability skills</li> <li>● Focussed programmes to ensure particular groups are guided towards specific careers, especially as they enter the senior phase</li> <li>● Targeted programmes of learning to ensure we make effective provision for those most at risk of finding a negative destination when leaving school</li> </ul>
Equality and Equity focusing on	Enhancing Opportunities for Vulnerable Groups and Individuals Most at Risk
<ul style="list-style-type: none"> <li>● Breaking the cycle of disadvantage including reducing the attainment gap</li> <li>● Early Years</li> <li>● Supporting children, young people and families</li> </ul>	<ul style="list-style-type: none"> <li>● 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</li> </ul>

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**

Thank you for your interest in Inverkeithing Primary School.

You may receive this booklet because you have already decided that your child will attend this school, you may be considering several schools before making up your mind or your child is already attending here. This booklet contains general information about our school, our aims and the broad general curriculum we deliver.

However, if you are interested in seeing all this information 'come to life', please feel more than welcome to contact us and arrange a visit. We will be happy to give you a tour of the school and answer any queries you have. We aim to develop a supportive relationship with you, which keeps your child's best interest at heart.

We look forward to working closely with all our pupils and their families/carers in the years ahead!

## **Yours sincerely**

Caroline Gardiner  
Headteacher

## SCHOOL ETHOS

Within Inverkeithing Primary School :

- All that we do and develop is designed to improve the quality of the services we provide to pupils and their families.
- All of our pupils are treated as individuals and given every opportunity to develop their talents and skills to enable them to achieve and attain to the best of their abilities.
- We provide a safe environment to protect the children in our care from harm
- We respect the rights of children and have gained an award as part of the national Rights' Respecting Schools' initiative.
- We assist all of our pupils to become literate, numerate and choose to lead healthy and purposeful lives.
- Through our curriculum, we support each child to develop as successful learners, confident individuals, responsible citizens and effective contributors who are ready to play a full part in society now and in the future
- We work in partnership with parents and carers to promote congruent, complimentary and consistent expectations and understanding to minimise conflict for children.

We are especially proud of:

- The politeness and respect shown by pupils to their fellow students, to staff and to visitors.
- The commitment of staff to providing children with a stable, secure, structured and calm environment in which to learn, achieve and attain.
- The range of 'After School Clubs' staff and colleagues provide for pupils which have resulted in our School Sports Scotland Award.
- The support afforded to the work of the school throughout the year by the Parent Teacher Association. This group enhances children's experience of school both generally and through special events.
- The school's team of janitors and cleaning staff who keep the school building in pristine condition throughout the school year

## **BUILDING**

Inverkeithing Primary opened to pupils in 2006. It is a new school built to replace the old Roods Road school as part of the PPP initiative within Fife Council.

The building has extensive, excellent facilities all located in one building on ground level therefore providing access for all. The facilities include 17 classrooms with wet areas, a Community Lounge, Dining Hall and separate Gym Hall with Changing Rooms, Tutorial Rooms, Resource Rooms, Storage Rooms, a Medical room and Laundry, Admin Offices and Reception Area and a Sensory Room.

There is ample provision of disabled toilets, cloakrooms and toilets for pupils.

The external areas of the playground include secure playgrounds on either side of the building but located at the back of the school, with garden areas and dining terrace where pupils may eat lunch when the weather allows.

The school is located beside Treetop Nurture Centre (local nursery provision) and Inverkeithing High School in a shared campus.

We are pleased to meet with parents who wish to discuss any aspects of our school.

## CONTACT DETAILS

**Headteacher:** Caroline Gardiner

**Address:** Inverkeithing Primary School, Inverkeithing Primary School, , Hillend Road, , Inverkeithing, , Fife, , KY11 1PL,,

**Telephone No:** 01383 602416

**Website:** <https://www.fifedirect.org.uk/inverkeithingps/>

**Email:** [inverkeithingps.enquiries@fife.gov.uk](mailto:inverkeithingps.enquiries@fife.gov.uk)

**School Roll (P1-7):** 370

**Parent Council Website:** Check out our Parent Council on Facebook!

**Parent Council Email:** [invprimarypc@gmail.com](mailto:invprimarypc@gmail.com)

### Other Information

If you have any concerns/comments about your child please contact the school office. The appropriate staff member will contact you regarding your concern/comment.

If you are seeking a place for your child in the school please contact the school office to make arrangements for an appointment to discuss enrolling your child with us.

## 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 Caroline Gardiner.

## SCHOOL HOURS

### SCHOOL DAY

Morning:	9.00am - 12.40pm
Lunch:	12.40pm - 1.20pm
Afternoon:	1.20pm - 3.00pm
Interval:	10.40am - 11.00am

## SCHOOL UNIFORM

We believe that the positive ethos of the school and the pupils attitude to their work and themselves are all reflected in the wearing of the school colours. The uniform also enhances the feeling of 'belonging' to our school. Our uniform increases security as it makes an intruder to the school or school grounds easier to identify. We are proud of our school colours and are sure that the wearing of them adds a sense of pride and responsibility to the wearer.

We ask children to wear the following uniform:

**Girls:** Grey or black school skirt, pinafore or trousers, White blouse or a polo shirt in white or yellow. Schoolwear jersey, cardigan or sweatshirt. School tie. **Flat, sensible, comfortable** shoes.

**Boys:** Grey or black trouser, White shirt or a polo shirt in white or yellow. Schoolwear jersey or a school sweatshirt, School tie. **Flat, sensible, comfortable** shoes.

**Uniform items can be purchased online from:**

*Border Embroideries:*

<https://www.border-embroideries.co.uk/schools/inverkeithing-primary-school.html>

and the [My Clothing](#) (replacing Tesco uniforms) website

Should you have any difficulty accessing this online please don't hesitate to ask our school office staff for assistance.

We do have a small stock of ties in school.

**For PE** all children need gym shoes, shorts and tee shirts. These should be available in school for pupils at all times during the school week. For infant children, simple and easy to change clothes are best. Buttons, buckles and laces can take ages to deal with and slip on gym shoes are better than ones with laces.

**Please ensure all your child's clothing is labelled with their name.**

We would rather your child did not come to school with earrings, nose rings or other jewellery. If valuables are lost or damaged, the result may be unhappiness and upset, as well as time which should be spent on teaching being spent trying to sort out problems. Jewellery should not be worn during P.E. as it can be dangerous.

## **SCHOOL CLOTHING GRANT**

We can provide free school meals and a school clothing grant of £100.00 per child if you are on a low income.

To qualify for free schools meals and 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 £6420
- Support under Part VI of the Immigration & Asylum Act 1999
- Universal Credit including those with a take home of pay of up to £610 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 £69,00 (school clothing grant only)

If you don't meet this criteria but your child is in P1-3, they can still receive free school meals. Free school milk will only be given if the above criteria is met.

## **ENROLMENT**

Children who reach the age of 5 on or before 17 August 2020, must normally start school in August 2020. Children who reach the age of 5 after August 2020, but before 29 February 2021, may also start school in August 2020, 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 enrol their child at their catchment school before Friday, 31 January 2020.

### **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 should apply to the school of their choice as soon as possible and, in any case, before 15 March 2020. Parents must also enrol their child at their catchment school to ensure a place is available if a placing request application is refused.

Headteachers must provide information to parents on how to make a placing request for the school of their choice. In the case of children starting school for the first time 'Choosing A School – A Guide for Parents' is available online at [www.scotland.gov.uk](http://www.scotland.gov.uk). Individual school booklets will be provided by the Headteacher of individual schools and can be accessed online at [www.fifedirect.org.uk](http://www.fifedirect.org.uk). School catchment areas can be accessed online at [www.fifedirect.org.uk/catchmentchecker](http://www.fifedirect.org.uk/catchmentchecker)

**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"> <li>• Monday 17 August 2020</li> <li>• Tuesday 18 August 2020</li> <li>• Friday 13 November 2020</li> <li>• Wednesday 17 February 2021</li> <li>• Thursday 06 June 2021</li> </ul>

## **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).

Parents and Carers sign up to our iPay system to purchase school dinners and milk for their child.

## **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 24p per carton (from 1st April 2019 to 31 March 2020).

Milk Money is paid for at the end of each term for the following term.

## **WATER IN SCHOOLS SCHEME**

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

## **HEALTHY TUCK SHOP INITIATIVE**

A healthy tuck shop can help encourage children to adopt good eating habits. Therefore as part of the whole school approach to food schools are being encouraged to establish healthy tuck shops within their schools. The Food in Schools group has developed a Healthy tuck shop/Vending policy which gives schools guidance on suitable products for inclusion in a healthy tuck shop initiative.

## 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, numeracy and health and 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.

Within Inverkeithing Primary School, children's achievements are celebrated widely throughout the school and its community. Pupils are praised for application and effort. Their successes are shared at regular school assemblies with photographs being displayed in corridor spaces, public bulletin boards and throughout classroom display areas. Additionally the school shares news of achievements through newsletters to parents and through the town's magazine and the local newspaper. We also use Twitter to share our successes using the name @InverkeithingPr.

We make use of the outdoors to support learning and transport pupils to places of interest to support class work. The school is making increased use of a wide range of technologies to ensure pupils are equipped with the knowledge and skills necessary for life and work in the 21st century. We plan and deliver a wide, broad curriculum in line with Scotland's Curriculum for Excellence. Copies of our School Improvement plan priorities and curriculum rationale can be found on our school website: <https://www.fifedirect.org.uk/inverkeithingps/>



## 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.

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### 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.

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## **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.

There is a charge for tuition. The rate may be subject to change, but the current rate would be notified at the time of interview. This may be paid in instalments or by Direct Debit and concessions may be available.

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 with your child when he/she returns to school; 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 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.

### **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.

## **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 (Caroline Gardiner) 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 Alistair Haldane, Education Manager at [Alistair.Haldane@fife.gov.uk](mailto: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](mailto:info@enquire.org.uk)
- two websites– [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://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](mailto: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](mailto:help@myrightmysay.scot) To find out more about the children’s service by contacting our helpline on 0345 123 2303.

## **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 are keen to promote strong partnership working with the families of our children at Inverkeithing Primary School. Our Parent Council and PTA groups are two very proactive and successful groups of parents/carers who regularly meet to support the life and work of the school. We also have a variety of times when we welcome pupils’ families into school to share the learning and achievements of the children. These include: Shared Starts, Special celebratory assemblies (Headteacher Awards, seasonal assemblies), Parent/Teacher meetings twice a year, Open mornings/afternoons, 'Sharing our Learning' events, Fund raising events.

We have an open door policy here at Inverkeithing Primary. Should you have anything you wish to discuss with us please just pop into the school office. Alternatively you can phone to make an appointment with a member of our Senior Management Team (01383 602416).

Inverkeithing Primary School Parent Council meet on the first Thursday of every month at 6.45pm in the Community Lounge of Inverkeithing Primary School. We are a friendly group who always welcome new ideas into the forum. If you would like to get involved, please feel free to come along to one (or all!) of our monthly meetings. You can contact the parent council on our e-mail [invprimarypc@gmail.com](mailto:invprimarypc@gmail.com). Inverkeithing Primary School Parent Teacher

Association meets on a monthly basis within the school community lounge. Any parent or carer with children at the school can attend these meetings. Do ask at the office when the next PTA meeting is scheduled. The aim of our group is to engage in activities which take on the social and fundraising elements , which in turn will support additional educational/support requirements that the school may have.

## **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](http://www.scotland.gov.uk/Publications/2010/11/10093528/0)

## **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 ensures 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. These can be found on our school website.

In addition parents and carers are very welcome to join in school improvement discussions at our monthly Parent Council meetings.

## **SCHOOL POLICIES**

For more information about Fife Education and Learning policies please go to [www.fifedirect.org.uk/keypolicies](http://www.fifedirect.org.uk/keypolicies)

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We have a wide range of school policies that cover many aspects of school life including:

Curriculum policies, Health & Safety, Traffic Management, Child Protection, Risk Assessments, Admissions, Additional Support Needs, Medication In School.

Policies are available on request and some are available on our school website: <https://www.fifedirect.org.uk/inverkeithingps/>

## 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](mailto: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](http://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](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 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](http://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](https://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۔