

# Kirkcaldy High School

## Key information for Parents / Carers Aug 2023 Update



<b>8.46am start time</b>	<ul style="list-style-type: none"> <li>• A reminder to all pupils that school starts promptly at 8.46am with Tutor class. Pupils are recorded as late for school if they are late for Tutor. All pupils should be on time and ready for work at 8.46am every day. If a pupil arrives late, they must sign in at PSO Base until Interval. Thereafter, they should attend class.</li> </ul>
<b>Contacting the school</b>	<ul style="list-style-type: none"> <li>• Should you require to contact the school, please do so by emailing <a href="mailto:kirkcaldyhs.enquiries@fife.gov.uk">kirkcaldyhs.enquiries@fife.gov.uk</a> (stating who your enquiry is for) or by calling 01592 583405.</li> </ul>
<b>Guidance Teacher Contact</b>	<p>Your first point of contact will be your child's Guidance Teacher:</p> <ul style="list-style-type: none"> <li>• Mr Sanderson (acting) – Oswald House</li> <li>• Ms Kendrick – Oswald House</li> <li>• Mrs Sim – Carlyle House</li> <li>• Mrs Dempsey – Carlyle House</li> <li>• Mrs Kerek – Adam Smith House</li> <li>• Mrs Donaldson – Adam Smith House</li> </ul> <p>Please note that staff have a teaching commitment and will return your call / email as soon as possible. Our school values centre around respect for self, respect for others and respect for learning. Please be respectful to our colleagues who will support you with any query. We aim to reply to non-urgent issues within 3 working days.</p>
<b>Year Heads</b>	<p>Please note the Year Head for each stage:</p> <ul style="list-style-type: none"> <li>• Mr A Farquharson DHT (acting) – S1</li> <li>• Mr S Young DHT – S2</li> <li>• Mrs J Davidson DHT – S3 and S6</li> <li>• Mrs S Hamilton DHT – S4</li> <li>• Mrs K Hume DHT (acting) – S5</li> </ul>
<b>Absence from School</b>	<ul style="list-style-type: none"> <li>• Please let us know of any appointments for young people as far in advance as possible.</li> <li>• Please contact the school as soon as possible in the morning to advise of your child's absence in the event of an unplanned absence. This can be done using phone / e-mail or 'Parents portal' app.</li> <li>• It is important that your child's absence is recorded appropriately so please ensure that you contact us.</li> <li>• Every effort should be made to avoid family holidays during term time as this disrupts education and reduces learning time.</li> </ul>
<b>Unwell at school</b>	<p>If your child is unwell during the course of the school day, then it is important they follow the correct procedures:</p> <ul style="list-style-type: none"> <li>• Pupils should report they are feeling unwell to their class teacher who will send them to the school office. Teachers should issue a note.</li> <li>• The school office will check with Guidance teacher or Year Head and contact a parent / carer (or emergency contact) if a pupil is being sent home. You must make arrangements to collect your child from school.</li> </ul>
<b>Mobile phones</b>	<ul style="list-style-type: none"> <li>• Mobile Phones should not be out/used in class unless for educational purposes as directed by a teacher.</li> <li>• Pupils are only allowed to use their phones during interval and lunchtimes.</li> </ul>

# Kirkcaldy High School

## Key information for Parents / Carers Aug 2023 Update



	<ul style="list-style-type: none"> <li>• Earbuds/earphones should not be used and should be removed when in school.</li> <li>• Photographs/videos are prohibited in school – this includes Snapchat, WhatsApp or any other social media platform.</li> <li>• Please see our Mobile phone policy for more information</li> </ul>
<b>Uniform</b>	<p>Please support us in ensuring that KHS is a safe, happy and inclusive school by supporting our uniform policy:</p> <ul style="list-style-type: none"> <li>• All young people should have a white shirt, polo shirt or blouse (with collar) and school tie on everyday (tie should be visible)</li> <li>• Plain black trousers, black Jeans or knee length skirt</li> <li>• Plain black jumper or cardigan (minimum logo, no other colour)</li> <li>• Black footwear</li> <li>• Hoodies are not permitted in class</li> </ul>
<b>Lunch routine</b>	<ul style="list-style-type: none"> <li>• Pupils should line up for lunch outside the Home Economics corridor and will be let in to lunch hall in groups.</li> <li>• Pupils who are entering for a packed lunch should enter through the fire door outside the dining hall.</li> <li>• Only pupils with passes are allowed into the dining hall whilst there is a que.</li> <li>• Pupils who have pre-ordered their lunch can collect this from outside A11 or the collection point in the dining hall.</li> <li>• Our dining hall has a one way system – entry via the War Memorial door, exit via the fire exit to the main Quad</li> </ul>
<b>Pupil access to the building during breaks and lunch</b>	<ul style="list-style-type: none"> <li>• At break and lunch, young people should access the school via the entrance at the War memorial. No other entrance should be used.</li> <li>• Pupils should not enter through the main visitor entrance at break or lunch. This is to allow visitors ease of access without large crowds gathering.</li> <li>• Pupils should be outside for breaks and lunch, except where they are accessing clubs, quiet spaces etc. with appropriate passes and / or the weather has deteriorated.</li> <li>• If pupils are indoors, they should be on the ground floor.</li> <li>• When the weather is extremely inclement, pupils will be directed to areas per year groups indoors.</li> </ul>
<b>Pupil access to toilets</b>	<ul style="list-style-type: none"> <li>• During the school day, young people can access the main toilets in the maths corridor, toilets outside drama and other toilets as appropriate around the school. Where possible, pupils are encouraged to access toilets at break / lunch so that they are not missing out on learning.</li> <li>• At break and lunch, young people can access toilets in the quad area. Young people should not access toilets above the ground floor at these times unless participating in planned activities / lunch clubs etc.</li> </ul>