

# Kirkcaldy High School

## Key information for Parents / Carers Sept. 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 Farquharson – 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>• Mrs Gibb DHT – 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>

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	<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, in the Dining hall.</li> <li>• When weather is inclement, young people will be directed to use the dining hall. If this is too busy, young people will be directed to use ground floor areas at the War Memorial and at the maths corridor.</li> <li>• When the weather is extremely inclement, pupils will be directed to areas per year groups indoors – S1/2 PE Gym halls, S3 Dining Hall, S4 Ground floor, S5/6 Library.</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>

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### PE Valuables and Changing room information

- Where possible, pupils will be spread evenly between the 'junior' and 'senior' changing rooms, especially when one year group is down at the same time.
- Staff will consistently remind pupils to bring all valuables out with them.
- Staff will collect all valuables where registration takes place and then lock in the staff base.
- All changing rooms will be locked and will not be reopened until the end of the period (or double period). Staff who are teaching in the Boys/Girls Gyms are responsible for locking the 'junior' changing rooms. Staff who are teaching in the Games Hall, Fitness Suite or Balcony are responsible for locking the 'senior' changing rooms.
- After lessons, pupils can only collect valuables after they have changed back into school uniform (apart from after period 7).
- After lessons, staff will either be outside the PE staff base or at the bottom of the PE steps. This is to give back valuables, but also act as a presence to hear any disruption coming from the changing rooms.
- Staff will quickly check changing rooms at times to speed up pupils getting changed and monitor behaviour, by knocking on the door and announcing their presence. It must be noted however, that staff will not be required to be in changing rooms for a prolonged length of time, unless dealing with an incident where they will be supported by another member of staff.
- We have very limited individual changing facilities (2 disabled toilets), but will use these to support pupils.