

Kirkcaldy High School

Key information for Parents / Carers August 2025



8.40am start time	A reminder to all pupils that school starts promptly at 8.40am, with Period 1. A warning bell will sound at 8.37am. Pupils are recorded as late for school if they are late for period 1 class. All pupils should be on time and ready for work at 8.40am every day. If a pupil arrives late, they must sign in at reception. Thereafter, they should attend class.
Contacting the school	- The school office is open Mon – Thurs 8am – 5pm, Fri 8am – 2pm - Should you require to contact the school, please do so by emailing Kirkcaldyhs.Enquiries@fife.gov.uk (stating who your enquiry is for) or by calling 01592 583405.
Guidance Teacher Contact	Your first point of contact will be your child's Guidance Teacher: - Mr Farquharson – Oswald House - Mrs Kendrick – Oswald House - Mrs Sim – Carlyle House - Mrs Christie – Carlyle House (acting) - Mrs Kerek – Adam Smith House - Mrs Donaldson – Adam Smith House 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.
Guidance and PSO bases	Guidance and PSO bases have moved. Please access Guidance and PSOs from the following areas: - Carlyle House – Mrs Sim and Mrs Christie – Situated behind the careers office on the ground floor (previously Mrs Gibb's (DHT) office) - Oswald House – Mrs Kendrick – Situated next to the Art base on the second floor - Adam Smith House – Mrs Kerek and Mrs Donaldson – Situated across from B17 on the first floor Social Subjects corridor - Mr Farquharson (Oswald House and PTC) – Office will be between B5 and B6 on the ground floor Maths Corridor - Our PSOs are based across the school – PSO base, Inclusion Hub and C15
Support for Learning	Please note the following staff responsible for support: - Mr G Broadway – PTC Support for Learning – Overall responsibility for Support faculty across KHS - Ms M Stewart – PT Supported Learning – Responsible for Supported Learning department - Mr M Geissler – PT Inclusion – Responsible for Inclusion Hub - Ms H Black – PT Continuous Improvement (Additional Layer Support) – Responsible for developing our additional layer in the continuum of support
Year Heads	Please note the Year Head for each stage: - Mrs K Gibb DHT – S1 and Supported Learning – first floor DHT office - Mr S Young DHT – S2 – Ops room on ground floor - Mrs S Hamilton DHT – S3 – first floor DHT office - Mrs K Hume DHT – S4 – first floor DHT office

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	Mrs J Davidson DHT – S5 and S6 – first floor DHT office
Absence from School	- Please let us know of any appointments for young people as far in advance as possible. - 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. - You can also respond to the text message that we send to notify of reason. - It is important that your child's absence is recorded appropriately so please ensure that you contact us. - Every effort should be made to avoid family holidays during term time as this disrupts education and reduces learning time.
Lateness	- If your child is late to school (after 8.45am) they should sign in at the main door / school office. They will be issued a note to explain to their class teacher. - Our PSOs will be on hand P1 around reception to support with any issues. - We have updated and shared our latecoming process. This can be viewed on our website
Unwell at school	If your child is unwell during the course of the school day, then it is important they follow the correct procedures: - Pupils should report they are feeling unwell to their class teacher who will send them to the school office. Teachers should issue a note. - 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.
Mobile phones	- Mobile phones should not be out/used in class unless for educational purposes as directed by a teacher. - Pupils are only allowed to use their phones during interval and lunchtimes. - Earbuds/earphones should not be used and should be removed when in school. - Photographs/videos are prohibited in school – this includes Snapchat, WhatsApp or any other social media platform. - Please see our Mobile Phone Policy for more information
Uniform	Please support us in ensuring that KHS is a safe, happy and inclusive school by supporting our uniform policy: - All young people should have a white shirt, polo shirt or blouse (with collar) and school tie on every day (tie should be visible) - Plain black trousers, black jeans or knee length skirt - Plain black jumper or cardigan (minimum logo, no other colour) - Black footwear - Hoodies are not permitted in class
Lunch routine	Pupils should line up for lunch outside the Home Economics corridor and will be let in to lunch hall in groups.

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	• Pupils who are entering for a packed lunch should enter through the fire door outside the lunch hall. • Only pupils with passes are allowed into the lunch hall whilst there is a queue. • Pupils who have pre-ordered their lunch can collect this from outside A11 or the collection point in the dining hall. Please enter via fire door for this, showing your receipt. • Pupils not eating or just getting soup should join the normal queue. • Our lunch hall has a one-way system – entry via the War Memorial door, exit via the fire exit to the main Quad
Pupil access to the building during breaks and lunch	• At break and lunch, young people should access the school via the entrance at the War Memorial. No other entrance should be used. • 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. • 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. • If pupils are indoors, they should be on the ground floor, in the lunch hall. • When weather is inclement, young people will be directed to use the lunch 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. • When the weather is extremely inclement, pupils will be directed to areas per year groups indoors – S1/2 PE Gym halls, S3 Lunch hall, S4 ground floor, S5/6 Library.
Pupil access to toilets	• 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. • 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.
PE Valuables and changing room information	• Mobile phones should not be visible / used in any of our changing rooms. If this is reported, young people can expect serious consequences. • 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.

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| | <ul style="list-style-type: none">• 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. |
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