



KIRKCALDY HIGH SCHOOL
Community, Ambition, Respect

New Timetable, Mobile Phone Policy update and Learner pass Policy - Information

Kirkcaldy High School

Vision, Values and Aims



Vision

At Kirkcaldy High School, our vision is to support every young person to develop their talents and strive to meet their potential—academically, emotionally, and socially—through high expectations, supportive relationships, and shared success. Founded in respect, inspired by ambition, and united in community, we live our motto: *Usque Conabor* — ‘I will strive to the utmost.’”

Dream big. Work hard. Be kind.

VISION

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VALUES

Community, Ambition, Respect

AIMS

We aim to:

- Ensure that every young person's rights and needs are met
- Support every young person to improve well being and health
- Engage every young person in learning, regardless of barriers faced
- Maximise every young person's potential and talent through improved attainment and achievement, including in literacy and numeracy.
- Support every young person to gain the skills and qualifications needed to succeed in a positive destination after school.

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Vision, Values and Aims



Values

- Community
- Ambition
- Respect

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New Timetable – 11th May



- The new timetable will begin on Monday 11th May 2026 for S1-3 moving to S2-4
- Timetables are still being updated, and we will share information with teachers and young people about collection of timetables tomorrow / Friday
- Learners should attend timetabled classes. If there is an issue with your timetable, we will inform you of how to resolve this through the Blue Bulletin
- For those in S4/5 moving to S5/6, their timetable will be shared through induction day (S6) and on the first day back (S5) following exams

Kirkcaldy High School

Mobile Phone Policy - Update



- From Monday, we are asking all pupils to put their phone in the teachers box at the beginning of each period
- Pupils will get this back at the end of the period
- Pupils who refuse to put their mobile phone in the box will:
 - Firstly, be asked once, politely, to put their phone in the box.
 - Secondly, if not complying, the phone should be placed on the teacher table or other suitable space
 - Should a pupil not be willing to follow these instructions a 'Duty Rector' call should be placed, and a member of the school extended leadership team will attend the classroom. The phone will be put in the school office and returned at the end of school day
 - Exceptions will apply for those with medical needs or as agreed with SLT

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Learner Pass Policy



- From Monday, we are changing our policy around passes.
- As a general principle, all passes will be removed with the exception of those who require this for specific medical needs
- Guidance teachers are currently going through lists and removing passes for those who do not conform to the new policy
- An email will be sent to those families affected to say this has been removed
- New passes will be issued next week to those who require them

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Learner Pass Policy



A pass to allow learners out of class / access to toilet / early lunch / time out / other will only be granted in the following circumstances:

- A genuine medical need, with accompanying evidence if required – agreed with Guidance teacher
- A valid support strategy for learners with additional support need – agreed with Guidance and Support for Learning teacher
- A valid need due to a current issue – peer concern etc. – agreed with Year Head and Guidance teacher
- All passes will be reviewed termly by Guidance teacher through House Team Meetings and communicated to learner(s) and family.
- All time out passes must have a clear plan where this time should be taken and shared on One Stop Shop.
- GIRFEC Legislation and other policies will be followed and adhered to throughout our decision-making process
- Any misuse or falsification of passes will result in appropriate, but significant consequences