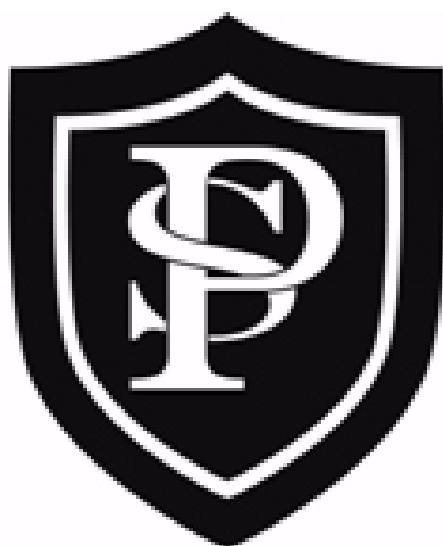


Pittencrieff Primary School Handbook

2021-2022

Learning to be
Learning to learn
Learning to live with others
Learning to do



Learning Together

Care Kindness Responsibility Respect



Welcome to Pittencrieff Primary School

This booklet has been produced to welcome you and your child back to school.

Dates for your diary

School starts – Wednesday 18th August 2021.

The School Day

To support the social distancing, we are having staggered start and finish times for classes.

Primary 1 start at 8.45am and finish at 2.45pm

Primary 2 and Primary 3 start at 8:55am and finish at 2:55pm

Primary 4 and Primary 5 start at 9am and finish at 3pm

Primary 6 and Primary 7 start at 9.05 and finish at 3.05pm

Entrance and Exit

The school is operating a strict one-way system to comply with social distancing. When you are dropping your child off in the morning you need to enter through the Maitland street entrance and leave using the South Dewar Street exit. There will be clear signs provided and parents should maintain social distancing within the playground.

Lining Up

The children line up outside the main entrance in their classes and the teachers will bring them into school to their classroom. Please ensure that you arrive at the correct time to assist us in complying with social distancing. The playground will be clearly marked for the children to come into school. Parents can stay in the playground but should maintain social distancing. Please remain close to the perimeter wall.

At the end of the day children will exit through the playground door at the time specified. Please ensure you arrive at the pick-up time and continue to observe social distancing in the playground. Please use the perimeter wall and wait for your child to come to you. Once you have collected your children please leave the playground as soon as possible.

Parents/Carers in School

Under the current restrictions we are unable to accommodate parents in the school without prior appointment. Please do not come into the office area if you do not have an appointment. Should you have any enquires, need advice or require an appointment then please contact the office through telephone or email.

Telephone: 01383 602 429

Email: pittencrieffps.enquiries@fife.gov.uk

School bags

Your child does not need to bring in a school bag, pencil case or any other stationery. Children should bring only a clearly labelled jacket and water bottle, snack for playtime and a packed lunch if applicable. Snacks and water bottles will be stored in the classroom to minimise congestion in corridors.

Personal belongings

Please encourage your child to keep toys at home to keep them safe. Under the current restrictions we are unable to store, clean and ensure no cross-contamination from toys.

School uniform

Our school uniform is grey, navy or black trousers or skirt, white shirt or white or navy polo neck and navy or black jumper or cardigan. As much of our learning will take place outside your child may wear plain black tracksuit bottoms or leggings and a plain white or navy t-shirt. On days of planned outdoor learning and P.E. please ensure that your child is dressed for the weather.

Playtime

At playtime children will have opportunities to explore and play outdoors. These are staggered with Primaries 1-4 having break from 10:35-10:50 and Primaries 5-7 having break at 10:55-11:10.

Please ensure that your child has a raincoat and appropriate footwear with them every day as the Scottish weather can be very unpredictable and they will be outside on rainy days.

If the weather is very bad the children will stay inside and eat their snack in the classroom.

Lunchtime

Lunches are also staggered with Primaries 1-4 having lunch from 12:20-1:05 and Primaries 5-7 from 12:45-1:30. Lunches are cooked in school, and a link to the menu is available on our school website. School lunches are currently free for children in P1-4. Children can have a school lunch or bring a packed lunch and can select their orders each morning in class or pre-orders can be made on IPAY IMPACT from home. More information on IPAY IMPACT can be found on the Fife Council website or by contacting the school office.

Milk

Milk can be provided for in school daily. It is necessary that this is ordered termly in advance. The school office will email an order form that will also indicate the cost. This must be paid via IPAY IMPACT.

Curriculum

On return all of the curricular areas will be delivered. For the first few weeks the main focus will be Health and Wellbeing and rebuilding relationships. We will work towards your child feeling happy and safe in school and being ready to learn.

PE

As part of the core curriculum, all children normally participate in 2 hours of physical activity each week. We have reduced use of the school hall and your child's P.E. will be in the playground. We will advise you when this is planned so your child can come to school appropriately dressed for P.E. Please do not send a P.E. kit to school as we are unable to store it.

Outdoor Learning

We value outdoor learning at Pittencrieff. Where possible, your child's class will take part in outdoor learning and should dress for the weather. (Wellies, waterproof trousers and a coat). Your child's class will have a designated area in the shelter for storing outdoor clothes and wellies and these should be collected at the end of the day. Please ensure all items are labelled.

See-Saw App

We use See-Saw to share key learning experiences and communicate with you. You can download the App to a phone or tablet or access See-Saw through an internet browser on a laptop. A unique code will be sent out to you so that you can sign up and access your child's learning experiences.

Learning Support

The Learning Support Teacher will sometimes be working with the children. This does not mean that your child has a learning difficulty. All children benefit from additional support at different stages for different reasons. If we have any concerns about your child's development we will discuss these with you in the first instance.

Helping your child

Talking to your child can have a huge impact on their literacy skills and confidence. Encourage them to speak clearly and with confidence, but also to listen to and respond to what others are saying.

Give your child encouragement and support in all they are asked to do at school. Please don't give negative criticism of your child's efforts, pressure them or show anxiety if progress does not always match your expectation. Do consult the staff if you are concerned in any way about your child.

Please help us to keep the children and our teachers safe. If you need to pass on any information, concerns, or queries to your child's class teacher then please do so by calling or emailing the school office. The teacher will contact you as soon as they are able to do so.

Miss Hutchison, Mrs Anderson and Mrs Dow are happy to meet parents at any time through prior appointment. Please call or email the school office.

Wider Personal Achievement

As a school we recognise parents as the main educators of their children and value the learning that takes place out with the school day. For this reason we would encourage you to let us know of any personal achievements/success your children experiences out of school (in case they don't!)

Any out of school achievements can be shared using the seesaw app and we will gladly celebrate these achievements at our assembly and in class.

Promoting Positive Behaviour

Once your child has settled back into school they will be allocated to one of our school houses. Linen (yellow), Abbey (red), Peacock (green) and Malcolm (blue). Your child will earn tokens for their house on a regular basis for demonstrating our School Values – Care, Kindness, Responsibility and Respect – and should be able to tell you themselves which house they are in.

Fantastic Friday

Every week a child from each class is nominated by their teacher or peers for the Golden Ticket. To be nominated, they need to demonstrate the weekly value and skill. The Golden Ticket winners can share their achievements with Miss Hutchison, Mrs Anderson or Mrs Dow. We will also share these achievement on Seesaw.

Absences

It is essential that you let us know if your child is going to be absent. Please text 07860003911 to log any absences. The school office will contact you to check unexplained absences. **This is to ensure the safety of your child. Please do not use Seesaw to tell us about absences.**

Term time holidays cannot be authorised by the school and will disrupt your child's education, as valuable teaching will be missed. The class teacher is not able to provide additional homework to compensate for this.

Illness

If your child becomes unwell at school we will contact you to arrange for them to go home. It is important we have more than one contact in case we cannot reach you. If your child has been ill at home please ensure you follow the health guidelines and keep them at home for the necessary time.

If your child becomes unwell at school and displays Covid19 symptoms we will escort them to a designated area and arrange for you to pick them up, with any siblings, immediately. If your child or anyone in your household is displaying symptoms of Covid19 please let us know but **DO NOT** come into school. Follow the TEST, TRACK and TRACE and Public Health guidance.

If there is a case of Covid 19 in school we will notify Public Health and follow the current guidance.

First Aid/Accident

If your child has an accident at school we will ensure the appropriate first aid treatment is given. We will closely monitor any child who has had a knock to the head and you will receive a phone call and email home (you may need to pick them up if they are showing signs of concussion). In the event of a serious injury we will contact you immediately and make you aware of this.

Medication

Should your child require medication through the school day this can be administered once the appropriate paperwork has been completed. This can be requested through the school email. Any medication will be securely stored in the medical room and will be administered by a trained member of staff.

Keeping you Informed

Email is our main form of communication.

Please inform the School Office of any changes to your email address. If you do not have access to an email account, we will send a paper copy home with your child. Sometimes children forget to give you this and other notes. Please check their bags.

There is a weekly Headteacher Sway which is emailed out to parents, to keep you up to date with events.

See-Saw is used by the teachers to share learning experiences. You can also use this to share home learning experiences with us.

Care and Welfare

Our school, like all other schools in Fife is concerned with all aspects of a child's wellbeing. We work together with other agencies to ensure the protection of children. There are guidelines, which explain these procedures in relation to Child Protection, and these can be made available to parents on request.

Our school has a child protection co-ordinator (Miss Hutchison) and depute co-ordinators (Mrs Anderson and Mrs Dow), with whom any concerns can be discussed.

Partnership with Parents

We look forward to sharing all the learning experiences your child has been taking part in through See-Saw and would encourage you to post out of school activities for us to see.

Your interest, support and involvement will always be valued. Please do not hesitate to contact your child's teacher, Miss Hutchison, Mrs Anderson and Mrs Dow about any matter. We aim to work with you as partners in the education of your child.

We look forward to when we can welcome parents back into school to take part in learning activities and experiences.

Finally - **enjoy** your child's time at school. It is an important period in their lives and will probably pass all too quickly.

For any questions, queries or concerns you can contact the following members of staff:

Shelley Hutchison (Headteacher),
Suzanne Anderson (Principal Teacher)
Katie Dow (Principal Teacher)
Miss Leishman and Ms Dickson (Office Staff)

Yours sincerely

Shelley Hutchison
Headteacher