



Pittencrieff Primary School Communication

At Pittencrieff Primary school we are committed to working with our families. We recognise the importance of clear and timely communication.

How we will communicate with you

Key dates and school events

There will be a termly overview of events sent out at the beginning of the term with key dates and school events. This will be available on the Headteacher SWAY and Seesaw.

There will be times when dates may change or are yet to be confirmed. We will ensure that this is communicated as soon as possible.

Headteacher's SWAY

There will be a weekly update about the life and work of the school from the Headteacher sent via email (SWAY). This will also include key dates and upcoming school and community events.

Communication about Learning

We use the Seesaw app to share learning experiences and events specific to each class and child during the school week. The information in the app will help you understand your child's learning experiences and provide opportunities for discussion at home.

We will post upcoming dates for events and outdoor learning. Each week you will also get

- A message from the class teacher with learning focus for the week in literacy, numeracy and one other area of the curriculum
- 2 posts about their learning

Seesaw

Please do:

- Like and comment on your child's learning
- Speak to your child about what they have been learning
- Check for updates from the class teacher
- Let us know if you can help with Outdoor Learning/Trips and Activities. If you have volunteered to help and can no longer do this, please contact the school office.

X (Twitter)

- We share our learning weekly to reach out and connect with the wider community. For example, connecting with authors, community groups and local businesses.



Planned Sharing Events

We have regular times throughout the year when you can come in to participate in your child's learning in class and nursery.

Email (pittencrieffps.enquiries@fife.gov.uk)

Email is the main form of contact from the school. We also may send out family and class specific information by email.

Telephone (01383 602 429)

Telephone is used when we need to pass on an urgent information.

Text Message (07860 003911)

We use text messages:

- When your child is not in school, and we don't know why.
- To convey urgent information.
- When we are unable to contact you by telephone.
- To let you know if your child has a place at school breakfast or after school classes.

Please ensure all contact details (EMAIL AND PHONE) are up to date to allow us to contact you in case of an emergency.

How you can communicate with us

School Queries and Questions

If you have any questions, then please either email or phone the school office. Miss Leishman or Miss Dickson will respond to you as soon as possible and within the timelines given by Fife Council.

School Office Number: 01383 602429

Email: Pittencrieffps.enquiries@fife.gov.uk

Reporting an Absence or Appointment

Please report an absence or appointment by emailing, texting or phoning the school office by 9.30am on the day of absence. Please do not use Seesaw for this.

Speaking to a member of staff

If you wish to speak to your child's teacher, please let them know at the end of day, or message them on Seesaw. Alternatively, you can go to, email or phone the school office and an appointment can be made. You may also be able to speak to the Headteacher or Principal Teacher at the school gates or via the office.

If staff are not available immediately, they will be in contact with you as soon as possible.



Parents' Evenings

Teachers will share your child's learning, next steps and achievements during term 2 and term 3. Please ensure that you make an appointment on the booking system by the deadline as we are unable to offer an appointment after this. Missed appointments cannot be re-arranged.

Parent Council

The Parent Council is a crucial part in the life and work of the school. They support our school improvement priorities, represent the parent body and fundraise. We need parents/carers to join and support the school. If you are interested, please speak to a member of staff or join the meeting online. (Information on the next meeting and how to join is included in the Headteacher SWAY.)

If you have a specific concern or issue (which is not urgent) you would like to raise about the life and work of the school, please contact the Parent Council who will raise it as an agenda item at the next meeting. You can do this using the email address pittencrieffpc@gmail.com

Quick reference guide

	What to do	Contact details
If your child is absent from school	Please email/text/phone the school office	Pittencrieffps.enquiries@fife.gov.uk 07860 003911 01383 602429
If you wish to speak to your child's teacher	Let them know at the end of the day, send a Seesaw message or make an appointment at the office	Pittencrieffps.enquiries@fife.gov.uk 01383 602429
If you have an issue to raise about the life and work of the school	Please contact the Parent Council	Pittencrieffpc@gmail.com
If you have an urgent issue or complaint	Contact the school office	Pittencrieffps.enquiries@fife.gov.uk 01383 602429