

Pitteuchar West Primary School Handbook 2023

Information for Parents/Carers



Pitteuchar West Primary, Inveraray Avenue, Glenrothes, Fife, KY7 4QL

Contact Details

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Welcome Introduction

Welcome to Pitteuchar West Primary School.

Welcoming Everyone Successful Together

We are committed to making Pitteuchar West a school where pupils, staff and parents feel valued and are an integral part of learning and wider school life. Staff recognise and value the individuality of every child and endeavour to support each one, in partnership with parents and other agencies, to achieve their potential within an inclusive and innovative learning environment.

This booklet may not answer all the questions you may have, please do not hesitate to contact me if you require any additional information.

Yours sincerely

Julie Anderson
Headteacher

School Ethos

The vision, values and aims of Pitteuchar West are reviewed regularly through consultation with pupils, staff and parents.

Our educational aims for your child include the following:

- To promote high standards of learning and teaching through a broad based curriculum which is delivered within a caring and supportive environment.
- To enable each child to enjoy learning and become an increasingly confident and independent learner.
- To work in partnership with parents.
- To promote links with the wider community within which the school operates.
- To respond to educational change to meet the needs of the 21st century.

In our efforts to achieve these aims you can expect from us:

- A high level of professional expertise, interest, enthusiasm and respect.
- An efficient and effective service.
- Up-to-date methods and equipment.
- Regular contact with parents and a willingness to listen to your viewpoints. All our stakeholders work together:

Our school ethos is based on the United Nations Convention on the rights of the child. We have the Bronze UNCRC Rights Respecting School Award and have completed the UNICEF Outreach Programme.

We are an Emotion Works accredited school, where GIFEC sits at the heart of all we do.

- Values
- Respect
- Friendship
- kindness
- Helpfulness
- Inclusion (letting everyone join in)
- Effort (trying our best)
- Honesty
- Make everyone welcome and included.
- Give opportunities for pupils to be involved in decision making.
- Provide opportunities for friendships to grow.
- Provide learning experiences which are interesting and which take place in different settings and cater for different learning styles.
- Provide good resources and to care for them and use them well.
- Provide a safe learning environment.
- Respect privacy.
- Encourage each pupil to try their best and to recognise their achievements and attainment.
- Build links with the local and wider community.

Our Vision statement Is :

Believe to Achieve

Welcoming Everyone Successful Together

We promote kindness, with the simple message 'Kind to ourselves, kind to others, kind to our environment'.

About the School

School roll	280 pupils
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Nursery roll	50 pupils
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The school is a modern one-storey building which was erected in the mid nineteen seventies and is set in attractive grounds. It has a flat roof which had required frequent maintenance, but a programme of refurbishment is now complete.

The school is equipped with a video entry system to safeguard against unauthorised entry to school and all authorised visitors wear identity badges. Inside, the building is divided into three main light, bright open plan wings which are connected by a Central Hall and an Administration Corridor.

Infant classes and middle school classes are accommodated in the two larger wings, off which there are side rooms for withdrawal and music etc, wet areas for art and craft activities and space for class libraries. The third smaller wing is situated at the end of the administration corridor and accommodates the upper school children. It has ample space for a variety of learning activities and resources and there is also a small kitchen contained within the wing.

Each wing has its own cloakroom and toilet facilities and there are water coolers in each area.

The large, central hall is multi purpose and is used for PE and Drama, assemblies and presentations and also serves as a dining room where children are served school meals made on our own kitchen premises or eat packed lunches brought from home.

The school is well resourced to promote modern learning and teaching methods.

Within the school grounds there is a separate Nursery Building which accommodates 38 children in each of the morning and afternoon sessions. This was erected in 2000 and is also a light, bright, modern building set in its own recreational space.

Our school grounds have been developed as part of a planned policy to utilise them to extend learning and teaching beyond the confines of the building. Play areas include grass and hard surfaced spaces, some with playground markings and ball walls to encourage a variety of games to be played. There are also "quiet areas" where children can sit or play quieter games. These are attractive areas with flower beds and shrubberies and a variety of playground sculptures called "Westies" which have been designed by the children to act as meeting places and places to leave coats etc.

In the summer we are able to make use of extensive grass areas to encourage larger scale games to be played and also open up wilder areas for children to use and develop a sense of the importance of ecology and environmental responsibility.

The school and grounds are monitored by a CCTV system which helps prevent vandalism.

Attending School

Daily Timetable

P1 - P7 8.55 am - 12.35 pm 1.35 pm - 3.15 pm

Morning Interval 10.35 am -10.55 am

Lunch Break 12.35 pm - 1.35 pm

School Uniform

School uniform is available to order online at www.alansantryschoolwear.co.uk throughout the year. We also keep a limited amount of stock in school. There are sweatshirts, polo shirts, ties, fleeces and waterproof jackets, we have also introduced a gym kit. All items are embroidered with the school logo.

Children are expected to dress appropriately for school and plain black, grey or navy-blue school trousers or skirts.

We would ask that all children have a pair of suitable shoes that can be worn indoors, and these should be left in school. Children can change into these when they arrive in the morning. These can also be used for PE activities.

Children also require a PE kit through the week, and they will be told when this is required by the class teacher. Timetables can change on a termly basis and children will be informed in advance of when these sessions are.

School Holidays, Term, and Closure Dates

The academic year 2023-24

School Holidays (all dates are inclusive)

Holiday description	Start date	End date
Christmas - <i>lasting 14 days</i>	Thu 21 Dec 2023	Wed 3 Jan 2024
Additional - <i>lasting 2 days</i>	Thu 15 Feb 2024	Fri 16 Feb 2024
Spring - <i>lasting 15 days</i>	Fri 29 Mar 2024	Fri 12 Apr 2024
Additional - <i>lasting 1 day</i>	Mon 6 May 2024	Mon 6 May 2024
Additional - <i>lasting 1 day</i>	Mon 3 Jun 2024	Mon 3 Jun 2024
Summer - <i>lasting 47 days</i>	Mon 1 Jul 2024	Fri 16 Aug 2024

In-Service days

Holiday description	Start date	End date
School In-service day - <i>lasting 1 day</i>	Fri 10 Nov 2023	Fri 10 Nov 2023
School In-service day - <i>lasting 1 day</i>	Wed 14 Feb 2024	Wed 14 Feb 2024
School In-service day - <i>lasting 1 day</i>	Thu 9 May 2024	Thu 9 May 2024

Terms Dates (all dates are inclusive)

Term description	Start date	End date
Winter - <i>lasting 59 days</i>	Mon 23 Oct 2023	Wed 20 Dec 2023
Spring - <i>lasting 85 days</i>	Thu 4 Jan 2024	Thu 28 Mar 2024
Summer - <i>lasting 75 days</i>	Mon 15 Apr 2024	Fri 28 Jun 2024

The academic year 2024-25

School Holidays (all dates are inclusive)

Holiday description	Start date	End date
Autumn - <i>lasting 12 days</i>	Mon 7 Oct 2024	Fri 18 Oct 2024
Christmas - <i>lasting 12 days</i>	Mon 23 Dec 2024	Fri 3 Jan 2025
Additional - <i>lasting 2 days</i>	Thu 13 Feb 2025	Fri 14 Feb 2025
Spring - <i>lasting 12 days</i>	Mon 7 Apr 2025	Fri 18 Apr 2025
Additional - <i>lasting 1 day</i>	Mon 5 May 2025	Mon 5 May 2025
Additional - <i>lasting 1 day</i>	Mon 2 Jun 2025	Mon 2 Jun 2025
Summer - <i>lasting 43 days</i>	Fri 4 Jul 2025	Fri 15 Aug 2025

In-Service days

Holiday description	Start date	End date
School in-service day - <i>lasting 1 day</i>	Mon 19 Aug 2024	Mon 19 Aug 2024
School in-service day - <i>lasting 1 day</i>	Tue 20 Aug 2024	Tue 20 Aug 2024
School in-service day - <i>lasting 1 day</i>	Fri 15 Nov 2024	Fri 15 Nov 2024
School in-service day - <i>lasting 1 day</i>	Wed 12 Feb 2025	Wed 12 Feb 2025
School in-service day - <i>lasting 1 day</i>	Tue 3 Jun 2025	Tue 3 Jun 2025

Terms Dates (all dates are inclusive)

Term description	Start date	End date
Autumn - <i>lasting 45 days</i>	Wed 21 Aug 2024	Fri 4 Oct 2024
Winter - <i>lasting 61 days</i>	Mon 21 Oct 2024	Fri 20 Dec 2024
Spring - <i>lasting 89 days</i>	Mon 6 Jan 2025	Fri 4 Apr 2025
Summer - <i>lasting 74 days</i>	Mon 21 Apr 2025	Thu 3 Jul 2025

Applying for a school place

Enrolling in primary school

Applications for Primary One for 2023/24 are now closed.

Parents and carers enrolling their child(ren) for Primary one or looking to request a place for their child(ren) at another school, which isn't their catchment school, can now do this quickly and easily online.

The online application is available every January, for enrolment in that academic year. This system makes things easier for parents and carers to enrol and can be accessed 24/7.

When accessing the Enrol a child into primary 1 form, you will be asked to log in or register for a **mygov.scot "myaccount"**. You will need this account throughout your child's education. Once you've set this account up, you will then be able to enrol your child(ren) or make a placing request using the online form. To help you create a mygov.Scot account we've made a short '**how to**' video.

As part of the online enrolment process parents/carers will also be required to upload photos of verification documents in support of the application. These are:

- A copy of your child's birth certificate. You can also order a birth certificate on our **Order a Certificate** page.
- 2 forms of proof that you live in the school's catchment area (for example, council tax notification form, utility bill or other form of ID with address on it.) - If you don't have a paper bill, you can download a copy of your council tax bill from within your council tax online account. You will find a link to the Online Account on our **Council Tax** page.
 - **The council tax notification must be your most recent bill**
 - **The utility bill must not be more than 6 months old**

In normal circumstances, all pupils applying for a place at their catchment school will be guaranteed a place. However, if there is an over-subscription of pupils for the number of P1 places available, the school will get back in touch with these parents.

If **applying for a different stage** (i.e. **not primary one**) please contact the school direct. To find out which school is your catchment primary school, please use our **catchment checker** and contact the school directly. A list of primary schools can be found on our **Primary schools** page. For further information and support, please email **education.services@fife.gov.uk**.

For more information about choosing a school, the Scottish Government has produced a publication called '**Choosing a School**' This provides guidance for parents on the placing request system.

School meals

At our Primary schools we offer two weekly menus that are available on alternating weeks. These menus have been designed to provide nutritious choices that ensure a balanced diet over the week, providing at least one third of the daily nutritional requirements of pupils.

Primary Schools Meals are **Free to all Primary One to Primary Five children, inclusive**. For children in Primary Six and Seven that are not eligible for the Free School Meal Entitlement program can also enjoy the same Two Course Meal choices for £2.40 per day.

Pupils can have soup **or** dessert with the main meal as part of a two course lunch, this also includes a drink of either milk or water. They are also entitled to a piece of fresh fruit.

For our main meal options we always have a vegetarian option and plated salad or filled roll/sandwich options with a choice of fillings.

Special Diets

Should your child have a specific dietary requirement e.g. a specific food that they cannot eat for health or religious reasons, please complete the online **Specific Dietary Requirement Form**. The school cook and manager will arrange to meet with you to discuss how best to fulfil your child's needs.

If your child prefers a vegetarian diet there is a selection of suitable dishes on the menu every day and you don't need to complete a Specific Dietary form.

Fife school meals do not use any ingredients containing nuts, but some products may be made in a non-nut-free environment. You can **check the recipes online**.

Useful documents

- **Primary school menu 2023-24 - English**
- **Primary school menu 2023-24 - Polish**
- **Primary school menu 2023-24 - Punjabi**
- **Primary school menu 2023-24 - Romanian**



- Primary school menu 2023-24 - Ukranian

Free school meals and clothing grants

Free school meals and school clothing grants

We can provide free school meals and a school clothing grant if you are on a low income. The school clothing grant is £120 per child for primary school pupils and £150 per child for high school pupils.

To qualify for free school meals and a school clothing grant you must be in receipt of one of the following:

- Income Support
- Job Seekers Allowance (Income Based)
- Employment and Support Allowance (Income Related)
- Child Tax Credit only with annual income below £18,725
- Child Tax Credit & Working Tax Credit with annual income up to £8,717
- Support under Part VI of the Immigration & Asylum Act 1999
- Universal Credit, with monthly earned income of not more than £726
- Long Term Incapacity Benefit (school clothing grant only)
- Widows Allowance - if not in full-time employment (school clothing grant only)
- Child Tax Credit & Working Tax Credit with annual income below £18,725 (school clothing grant only)

You can also receive free school meals and clothing grant if you care for a child as part of a kinship care agreement.

All children in primary 1-5 can receive a free school meal without an application however, you must still apply to receive free school milk and a school clothing grant.

During October Holiday

Parents and carers of children who receive Free School Meals based on benefit entitlement will get a payment of £24.00 per child (£2.40 per day) for the October holidays. There is no need to apply for this payment, it will be made into your bank account on Wednesday 4th October.

Scottish Child Payment

Scottish Child Payment applications are now open for children aged 6 – 15.

It is important that you make your application as soon as possible. If you already receive Scottish Child Payment for a child under 6 but you have older children you must contact Social Security Scotland to let them know.

You can apply online at www.mygov.scot/scottish-child-payment which should take around 10 to 20 minutes in total. Before applying, you'll need:

- the dates of birth of any children you have
- your partner's details, if you have a partner
- your bank details, if you have an account

If you cannot apply online, you can apply by calling Social Security Scotland free on 0800 182 2222. Please be aware that lines may be busy, due to the number of children and families who are newly eligible for this benefit, therefore it may take longer than normal for calls to be answered.

For more information on managing your benefits, living on a budget or help to find work, please see our Benefits Section: www.fife.gov.uk/benefits

Curriculum

Fife schools follow Curriculum for Excellence, a national framework which is providing our children with learning experiences and opportunities to prepare them for learning, life and work in a changing world. Children learn actively in eight different curricular areas following a curriculum designed by each school to reflect their particular needs and circumstances.

All schools follow the same principles in designing the curriculum, aimed at ensuring that children have the experiences and opportunities to become:

- Successful Learners
- Confident Individuals
- Effective Contributors
- Responsible Citizens

Literacy, numeracy and health and wellbeing are addressed throughout the curriculum and children's wider achievements are fully recognised and celebrated, reflecting the value given to wider learning and children's experiences out of school.

Children are fully consulted throughout their learning and in decisions about what they learn and how they learn it. There are opportunities throughout the school year for parents to receive information and be consulted upon the curriculum children are following, particularly in relation to more sensitive aspects of learning.

Religious and moral education is a core subject for all pupils attending primary and secondary schools in Scotland. Schools also provide opportunities for religious observance in order to promote the spiritual development of the school community. Parents can choose to withdraw their children from participation in religious education or religious observance. Parents wishing to do this should contact the headteacher. The school will make arrangements for pupils to participate in a suitable alternative activity.

Further information about the curriculum is available on the school website, and more general information regarding Curriculum for Excellence can be found at **Parentzone**, a national resource developed by Education Scotland on behalf of the Scottish Government.

During the school year a variety of After School Clubs run which children are encouraged to attend.

We encourage our pupils to be actively engaged in school life and children have the opportunity to be involved and express their opinions through a variety of forums; Parent Council (Infant, Junior and Senior) Eco group, charitable events, Open Afternoons for parents and carers.

School improvement

Our Standards and Quality Report and School Improvement Plan Priorities are shared with all stakeholders. Copies of these documents are available on school websites or at www.fife.gov.uk/schools-statutory-information.

Instrumental instruction

Children who show musical promise may qualify for instrumental instruction. The types of instrument offered by Fife Education and Children's Services are violin, viola, cello, double bass, clarsach, woodwind, brass, piano/keyboard, bass guitar, guitar, percussion, chanter and pipe band drumming. The type of instrument available differs from school to school and generally only one type will be available to children in a school.

More information about the music service is available at www.fife.gov.uk/musicservice

Please tell the Headteacher if you do not wish your child to be considered for instrumental instruction.

Assessment and reporting

Assessment is a vital part of learning and teaching at all stages of a learners' education journey through the Broad General Education (BGE) Nursery to S3 and in the Senior Phase S4-S6. It should be an ongoing process and involve the learner making decisions about their next steps. This takes two forms, assessment that happens at the end of a block of learning that checks how much a child has understood (summative) and assessment that is continuous (formative).

Summative Assessment

This is used to check how successful the learner has been at the transferring skills taught across all areas of the curriculum. It is one way of gathering evidence for reporting to parents or measuring learners progress and achievement. This supports the teacher to make professional judgements about a learners' progress when used alongside evidence gathered from formative assessment. Standardised assessments are also used when appropriate to gather evidence on their progress in comparison to a cross section of children of a similar age.

Formative Assessment

This supports our learners to know what they are learning, how they will recognise if the learning has taken place and what steps they can take to bridge the gap between what they know and need to learn by this process. Teachers are skilled in using a variety of techniques to formatively assess their learners progress and take this into consideration when making professional judgements about successes and next steps for each learner.

Assessment evidence allows teaching staff to track the progress learners are making and to adapt their practice appropriately. This assessment evidence is then used to support learners who require additional support for learning or for those who require additional challenge in learning. It is important that evidence gathered through assessment be used to improve learning and teaching in our school. We are committed to involving learners and their parents in learning and to report on progress they are making.

In the Senior Phase (S4 – 6) continuous assessment is supplemented by formal examinations, at some levels, and practical tests/investigations. Much of the work of National Qualification courses is internally assessed by the school itself and forms part of the final award. In addition to Unit Assessments for National Qualifications, Preliminary Examinations take place in National 5, Higher and Advanced Higher courses. These give all learners the chance to practice sitting a formal examination which matches the 'real thing' closely and it also gives them a formal diet of examinations which mirror the experience of final exams in April to June each year.

Reporting

It is very important to keep you informed of your child's progress at school. This allows you to have an understanding of your child's strengths and next steps in learning. Reporting takes many forms and is used to both give feedback on achievements and next steps and to create an agenda for discussion between learners and their peers, their teacher and with parents at formal parent meetings. When reporting on a learners' progress this should be positive, specific, supportive and give a clear overview of learning progress. Feedback will be provided for parents at parents' meetings and in formal written reports. Formal written reports will be based on the various ways in which we report formally and informally throughout the school year. Reports provide an overall summary of progress, achievements and next steps in learning in line with Curriculum for Excellence.

Schools formally report to parents through our Parent Teacher interviews twice a year in November and March. A written report is provided in June each year.

Feedback

Pupils will receive feedback from their teachers in a number of ways. Teachers and pupils will engage in learning conversations on a daily basis as they discuss experiences and achievements. Pupils may also receive feedback in the form of written comment in their jotters from their teacher and/or from peers. Feedback will be constructive, telling the pupil what they have done well and what they should do next to continue improvement. We encourage pupils to take note of feedback and to act on it.

Health care

Should your child be taking medicine or have a medical condition which might affect his/her school life, it is essential that you notify the school of the condition and its implications. This information will be treated in strictest confidence to ensure the wellbeing of your child. Where necessary an Education Health Care Plan will be developed for your child in consultation with you and relevant health services.

Should your child become ill or have an accident while at school that requires medical attention, we shall:

- try to contact you by telephone, if this is possible, or arrange for a message to be sent to you.
- telephone the health service, if necessary, and arrange for your child to be taken by you or someone else nominated by you for medical attention.

From time to time children are offered a medical examination or review by the schools Community Paediatrician or School Nurse from the School Health Service. These can be either routine examinations carried out for all children, or where a health concern has been identified. As parent/carer you will be notified in good time so that you may be present if possible.

School Nursing Service

Each school has access to the school nursing service. If you wish to contact your School Nurse please speak to your school.

School Based Immunisation Programmes

All pupils will be offered to participate in The Scottish School Based Immunisation Programme that is led by Fife Health & Social Care Partnership in partnership with education.

Parents will be notified and invited to participate by the Centralised Immunisation Team when the age appropriate immunisation programme is to take place within their child's school.

Child protection and safeguarding

Child Protection is everyone's job and everyone's responsibility

At all times we keep the child/young person's best interests at the centre of any required actions or planning, and in almost all cases liaise closely with family.

Staff know to alert the Child Protection Coordinator(s) in the school immediately should they have a Child Protection Concern.

When the Child Protection Coordinator(s) are made aware of a concern we do the following in most instances.

1. Talk to the child/young person.

This is usually our first step. The discussion is conducted sensitively to the child/young person, making it clear that any information they share is confidential unless they or someone they know may be in danger.

We take the child/young person's views into consideration in planning next steps and include them in any subsequent planning to keep them safe. If we have to share information with other agencies we will discuss this with the child/young person wherever possible.

The child/young person is offered a quiet, safe environment if they are upset for as long as needed.

2. Contact the child/young person's family.

In almost all situations we include the child/young person's family early in order to support the child/young person so long as they are not part of the concern. In most instances a family member comes to school to support the child/young person if they are distressed.

3. Consider action & update appropriate agencies (Health Team etc).

The child/young person's guidance teacher is usually informed at this point and we look at appropriate supports for the young person and their family. This is done in conjunction with the child/young person and family.

Any safety planning or plans will include the child/young person's opinions and is monitored closely.

4. Record the concern.

We record the concern securely including the action we take and any monitoring required. The record is kept securely with access limited to the Child Protection Coordinator, Head Teacher and the child/young person's guidance teacher.

5. Plan and monitor over time.

The Child Protection Coordinator/guidance teacher will keep in close contact with the child/young person and manage any supports they require over time.

The Child Protection Coordinator will in almost all instances stay in close contact with the child/young person's family and plan jointly with them to identify supports.

6. In the event of a child/young person being in immediate danger, we contact the Public Protection Unit to liaise with Police and Social Work.

Parents/carers are always contacted unless doing so may put the young person at greater risk.

Worried about a child?

If you see behaviour that is of concern, or if a child/young person tells you something worrying, you need to do something about it and speak to someone.

You can speak to a teacher, health visitor, social worker or police officer.

However, if you think a child/young person has been harmed, telephone the Social Work Contact Centre on 03451 55 15 03, from Monday to Friday, 9am to 5pm.

Out-with these hours, please call them on 03451 55 00 99.

You can call the police on telephone number 101, 24/7.

If you consider a child/young person to be in immediate danger, do not wait, call the Police on 999

What to say

Explain exactly what you have seen, heard or been told and what it was that concerned you.

If you can, keep a note of dates, injuries and the exact words used. These will help you give as much information as you can about the child/young person and their family/carer.

Let the person know if there are other things they should be aware of, for example, immediate risks for the child/young person or any other child/young person.

Will you need to give your name?

You can ask to remain anonymous but any information about you will be treated with care. Any details, including your name, will not be revealed unless the child/young person's safety requires it. Even if you do not give your name, enquiries can still be made into the child/young person's care and welfare. Withholding your name may make it more difficult for those looking into these concerns.

What will happen to the child/young person and their family?

When you contact a professional about your concern, unless the child/young person is in immediate danger, they will make some initial enquiries before taking action. They will check whether the child/young person is known to them and what information is held. All information will be treated seriously and acted upon as appropriate. This may lead to immediate action or a more planned response.

Should you mind your own business?

Many people do not tell because they fear that:

- the child/young person will be at further risk of harm
- that nothing will be done
- the child/young person would be taken away
- the family may find out who reported them · telling may ruin family relationships. In reality, it is best for everyone that action is taken early to identify any abuse before it gets worse. Long-term abuse is much more likely to cause problems for a child/young person as they get older. Even if you think an incident is just a one off, other professional agencies may already have concerns about the child/young person.

In Scotland it is everyone's job to make sure children are OK.

School Transport

School transport

Getting to school

Under your own steam

The healthiest and most fun way for children to get to school is by **walking, cycling and scooting**. Making more use of active travel options will improve their physical and mental health too.

By bus

Any primary school child who lives more than 1 mile from their catchment school is entitled to free school transport. Secondary pupils get free transport to their catchment school if they live more than two miles away. See below for more details.

Drop off

If you are thinking about using a **car** to get to/from school remember that **parking near schools is strongly discouraged** for safety reasons. Look for alternative drop off points, away from the school, where you and your children can walk the remaining distance.

Free public transport

The Scottish Government launched a statutory national concessionary travel scheme on 31 January 2022. This means all children and young people, living in Scotland, are entitled to free bus travel, up to their 22nd birthday. This scheme allows children and young people to travel free on registered bus services, once they get a new or replacement National Entitlement Card (NEC). Details about the scheme and how to apply can be found at **Young Persons' Free Bus Travel | Fife Council**.

However, children and young people who already have a Council-issued, colour-coded, travel pass must continue to use this on school buses - not their NEC. They must show their Council-issued travel pass to the driver when they board the school bus, as evidence that their journey has already been paid for by the Council. This will give them priority over other pupils, who don't have Council issued bus passes but who may wish to travel on the same bus. They must also

use the bus they have been allocated (as shown on their travel pass) to ensure the school buses are evenly loaded. Any child that chooses to use a different bus will have to present a valid NEC or pay a fare and could be refused if the bus is full.

A child that forgets or loses their travel pass can order a replacement, at no charge, from the school office. Temporary travel passes and single use travel vouchers will still be issued by school staff.

Transport entitlement

Approximately 13,000 pupils travel daily to school on transport arranged by Fife Council.

Our policy is to provide transport for:

- primary school children who live more than one mile away, and
- secondary school children who live more than two miles away from their catchment school.

You are only entitled to transport to your catchment school, if you are going to a different school through a placing request you may not be entitled to school transport.

You can check if you will get transport to school, by clicking on one of the **four maps**.

If you are entitled to travel on a school bus, you will be allocated a bus and issued with a travel pass. Lost or damaged passes should be reported to the school office. Pupils who do not live on a bus route may be entitled to travel by taxi or minibus for all or part of their journey.

All enquiries relating to school transport should be directed to the school office.

Bus service and timetable information can be found on the school website or by visiting [Travel Fife](#)

Related Publications

- [Information for parents/carers of children and young people who travel to school by bus](#)
- [Responsibilities of parents and carers of children and young people who travel to/from school by bus](#)
- [Walked Routes to Schools - Assessment Policy](#)
- [Guidelines for the School Transport of looked after and accommodated children and young people](#)
- [Transport Request Form LAC - 2023-24](#)

Contact: School Transport

Email: SchoolTravel.Enquiries@fife.gov.uk

Additional support for pupils

All children in Fife have the right to attend their local school. It's the role of the school to support all children, including those who may need additional support.

Supporting Learners' Service

Some children and young people need more support in school to help them to learn. Additional support may be needed for a short time or a longer period; a smaller number of pupils need additional support throughout their time at school. Additional support needs (ASN) can be present from birth or can occur at any point in a young person's life and may arise for a number of reasons:

- The learning environment
- Family circumstances
- Health and care needs
- Social and emotional factors

The kind of additional support we give is wide and varied and depends on the individual child. The Supporting Learners' Service can help schools to meet the needs of learners who have an ASN. The Supporting Learners' Service is made up of multiple teams.

Additional Support Classes (ASCs) and special schools

For a few children with additional support needs it may be that the local school is not the best option for the child. The most appropriate schooling may be within an additional support needs class or a specialist school. Before a decision is made, we will work with families to ensure the best for their child.

Pupil Support Service

The Pupil Support Service is part of a multi-agency support team which help pupils who are experiencing significant challenges in their lives. We want to make sure education is available to these pupils, regardless of their personal circumstances. This includes supporting children for whom inclusion in school and their communities can be problematic.

We have well-developed procedures to identify, assess and respond to the additional support needs of pupils. We encourage both parents and the young person to be involved in any decisions. School staff work in close partnership with a range of other agencies to support children and young people.

We are proud of the quality of the support that we offer to pupils.

If you have concerns about your child's progress or their additional support needs, please speak to the Headteacher in your child's school. If you require further information, you can contact:

- Jennifer Wilson, Headteacher Supporting Learners' Service (Central & West Area) Tel: 03451 55 55 55 + Ext 44 19 91
- Jennifer Allan, Headteacher Supporting Learners' Service (East & West Area) Tel: 03451 55 55 55 + Ext 44 21 26

You can also contact **Enquire** – the Scottish advice service for additional support for learning. Operated by Children in Scotland, Enquire offers independent, confidential advice and information on additional support for learning through:

- their website – www.enquire.org.uk
- a telephone helpline – 0345 123 2303
- an email enquiry service – info@enquire.org.uk

Enquire also provide a range of clear and easy-to-read guides and fact sheets explaining everything from 'additional support in the early years' to 'what planning should take place for moving on from school'.

School Transport for children and young people with Additional Support Needs

Fife Council provides transport for approximately 1000 children and young people with additional support needs.

Transport is also provided for approximately 100 children and young people who are looked after and accommodated by Fife Council.

Transport Entitlement

Fife Council policy is to provide free transport for a primary aged child attending their catchment area school who lives more than one mile away and for a secondary aged child attending their catchment area school who lives more than two miles away.

The distance criteria apply to all children and young people including those with additional support needs. However, children and young people who live within the distances set by Fife Council may be considered for free school transport.

Where the need for travel assistance is specifically identified as part of the multi-agency planning process a formal application will be submitted by the school. All enquiries should be directed to the school office.

Travel assistance for children and young people who are looked after and accommodated is identified by their social worker and requested by submitting a formal application. All enquiries should be directed to the social worker.

The type of transport provided will be based on the individual needs of the children and young people and Fife Council will always seek to provide the most appropriate, cost effective provision.

The transport for these children and young people is provided between the home address and the school. Transport to other addresses and to accommodate respite care is not normally granted.

The parents / carers of children and young people who are entitled to travel assistance will receive information about the type of transport being provided including operator details.

Related Publications

- **Guidance on the Safe Transportation of Wheelchairs**
- **Guidance on the Safe Use of Wheelchairs and Vehicle-mounted Passenger Lifts**
- **Guidelines for the School Transport of looked after and accommodated children and young people**
- **Information for parents/carers of children and young people who travel to school by bus**
- **Responsibilities of parents and carers of children and young people who travel to & from school by bus**

Further information

Parental involvement

We pride ourselves on our good relationships between home and school and we wish to continue this good practice.

There are many opportunities for parents to get involved in the life of the school on an occasional or regular basis. We often ask parents to help us by accompanying classes on outings or by coming to special events.

Twice a year parents are invited into school to discuss their child's progress. We also have occasional open afternoons for the parents to look at and discuss their child's work that they have undertaken.

School policies

For more information about Fife Education and Learning policies please go to **www.fife.gov.uk/schools**

All our school policies reflect Fife Council policy and are currently under review to ensure they reflect the good practice in the school. Information about policies are available on request.

There is an A-Z Booklet of Information for Parents which is issued to all parents on their child's enrolment and is available to prospective parents on request. This booklet contains information about the school routines and policies.

Data collection

Fife Council uses the information provided by you to support your child during the course of his/her nursery and school career. The information will be used to communicate with parents/carers and children for the purposes of progress monitoring, supporting learning, career guidance, parent council elections, in emergency situations and to pass on other relevant advice.

The benefits of data sharing

Sharing information between partner agencies ensures integrated service provision which provides a positive contribution to the safety and well-being of children and young adults

Data sharing helps protect children and young people from suffering harm, abuse or neglect; ensure children and young adults with additional needs get the services they require; enable pupils to achieve their academic potential and attain their goals; and plan future services

Further information on how we use your information can be found on Fife Council's website **www.fife.gov.uk/privacy/education**

Devolved School Management Scheme

All local authorities have a Devolved School Management (DSM) Scheme which sets out local authorities' financial processes for funding their schools. It outlines financial decisions that can be made in schools, including where the accountability and responsibility lies. Although the detail of the scheme varies across local authorities, all local authorities use the same national guidelines. **Devolved School Management guidelines-April 2023**