

Springfield Primary School

2025/2026

**Information for Parents/Carers of
children starting Primary One / New
starts to Springfield Primary School**



**This booklet has been devised using questions
frequently asked by parents at transition time.**

Q. When does my child start school?

A. Your child will start school for full days on Wednesday 20th August 2025.

School hours are:

9.00am – 10.40am (Break is 10.40am to 10.55am)

10.55am – 12.35pm (Lunch is 12.35pm to 1.25pm)

1.25pm – 3.05 pm

Q. On the first day how does my child know what to do and where to go?

A. Your child will be accompanied by their teacher into the school along with their class. They will be shown their named peg in the cloakroom, where the toilets are and what room is 'theirs'. Children will always be accompanied to the toilets or cloakroom if they are unsure.

Q. Where do I meet my child at the end of the school day?

A. At the end of the school day children are collected from the playground by their parents and carers.

Q. When do children start gym/PE and what do they need?

A. Children will do PE in either in the hall, or outdoors in the playground or in the park twice per week (you will be informed of your child's class days). PE kits are to be part of our school uniform e.g. school colours. Indoor shoes e.g. slip on or velcro gym shoes are required daily for your child to change into and therefore, will stay in school, inside a gym bag which will hang on their named peg in the cloakroom, outdoor trainers can be worn to school and used for outdoor PE.

Q. I want to know more about school lunches.

A. As with nursery, parents can choose for their child to have a school meal or provide a home packed lunch, which children eat in the dining room, your child will be used to doing this. School meals are free for P1-5 pupils, for other pupils it currently costs £2.50 per day. Milk costs 25p daily and is paid in advance termly through iPayimpact (letters will be issued for iPayimpact instructions) If your child is entitled to free school meals, milk will be provided free of charge. Parent/carers should continue to register your child for iPayimpact, the online payment system (even if your child is a P1-5). Children also have the option to select meal choices in class in the morning with their teacher. Ipayimpact is also used for trip money etc.

Q. What happens if my child has an accident or becomes unwell at school?

A. We will contact you by telephone. It is essential you provide a contact phone number and at least one emergency contact. Members of the staff team are trained in first aid and will treat children who have minor scratches, cuts and bruises. If there are more serious incidents, you will be contacted. If you are unavailable we will then get in touch with the emergency contact as stated on your enrolment form. In serious circumstances when no one can be contacted your child will be taken to the Accident and Emergency department.

(Our generic yearly emergency contact and medical forms will be given out in August at the start of the new session).

Q. What happens if my child has a toilet accident at school?

A. When possible staff will change children at school. If your child has a tendency to wet themselves, please make sure we are aware of this and there is always a change of clothes in their bag. If going to the toilet becomes problematic, we will get in touch with you.

Q. How do I know how my child is getting on?

A. Feedback about your child's progress will be given formally twice a year at parent/teacher interviews. However, you can contact the school at any time to arrange an appointment if you have any concerns or queries. Daily staff presence is also available when collecting your children from the playground at the end of the day.

Q. Is there a procedure if my child needs to be off school?

A. If your child is absent please contact the school **before 9.30am** via either text 07860 004822, telephone 01334 659438 or email - springfieldps.enquiries@fife.gov.uk. When planning family holidays, please arrange for them to be out-with term times. Holidays must be put in writing to the school. Schools in Fife will normally record holidays taken during term time as unauthorized. Attendance records are kept and discussions and letters will be issued when trigger points are hit. ***Late attendance is also recorded as this has an impact on your child's and other children's learning in class.***

Q. How do parents find out what is happening generally at school?

A. Communication, where possible is done electronically through seesaw, groupcall email and if urgent via groupcall texts. You will receive regular school newsletters by email with dates and information and also other notes/information slips and emails regularly. Please check your child's bag as young children do have a tendency to forget to hand things over.

Q. What about homework?

A. Springfield has a homework policy, which gives detailed information on the benefits of giving homework. The aim is that tasks give parents the opportunity to engage with their children's learning in an enjoyable and positive way. The section on how much and how often in P1 – P3 states that at early stages homework should be a short, relaxed time with a parent. In P1 this would probably be about 10 minutes and could be in any curriculum area, but most likely a reading activity. In addition, daily phonics are given out in P1. Word/Reading practice should take place each weekday. Homework is usually given out on a Wednesday and back on a Monday.

Q. What does the school do about promoting good health?

A. All children are encouraged to follow 4 steps to getting fit and healthy:

- Always remembering to wear a PE kit on PE days.
- Having a water bottle at school every day - children can fill their bottles at school

- Making healthy choices at the tuck shop, snack and at lunchtime.
- Walking to school
- Have Health/Active Health themed events/weeks
- Participation in Active School Events
- Scottish Sports Awards schemes
- Health and Wellbeing as a focus on one of our School Improvement Priorities
- Promotes positive mental messages throughout the school day

Q. What is “Assembly Time”, and how often does it occur?

A. The whole school meets, usually one morning/afternoon per week, where the classes and the nursery come together to present things they have learnt, discuss key issues for the school, improvement priorities and share achievements both in and out of school are celebrated at this time. Some weeks this time is used for School Improvement Groups to develop their ideas e.g. Eco, Health Committee, Rights Respecting Schools, Pupil Council. This is usually followed by our whole school Masterclasses.

Q. What happens at morning and lunch interval?

A. The children go outdoors, exceptional weather permitting, to play in the playground where there is an adult present at all times. Please ensure your child has a waterproof jacket and appropriate footwear for the weather conditions. At morning interval your child will require a small healthy snack to eat e.g. baked crisps, cereal bar or a piece of fruit. Please do not give your child fizzy juice.

Q. Who are the playground leaders?

A. Children in Primary 6/7 volunteer to support younger children in the playground. They work at being Peer Mediators, to support children who are upset or to resolve disputes and disagreements.

Q. How can Parents become involved in school?

A. We welcome parents and carers in supporting the school in the following ways:

- Attending open events in the school
- Attending Parent Council meetings
- Volunteering to assist with class or group outdoor learning/trips out of school
- Volunteering to assist with learning activities in school

In accordance with the law on contact with children, volunteers will be asked to complete a PVG check if volunteering on a regular basis. For further information please contact the school office.

Q. What is the policy and procedure if a child is being bullied?

A. Bullying is the wilful, conscious desire to hurt, threaten or frighten someone. It can be physical or verbal in nature, resulting in physical assault or verbal abuse. It can also include intimidation and extortion. While bullying is thankfully very rare, there are procedures for monitoring and addressing the

issue. Firstly, the nature of the “bullying” needs to be established in order to ensure that everyone is talking the same language. We should be aware that in recent years the word, “bullying”, has changed and is now used in an ever-increasing number of contexts. The school has a Behaviour Management policy and an Anti-Bullying policy. Any alleged bullying incident will be investigated, and a note will be recorded of the alleged bullying and the victim’s perspective, parents informed, and a plan put in place to prevent the behaviour continuing. These procedures will be operated in a way which is consistent with the school’s policy on restorative practice – recognizing the impact of your behaviour on others – and of promoting positive behaviour.

Q. How will my child’s needs be met at school?

A. Information about any medical or learning needs affecting your child will have been passed to the school team and your child’s class teacher. A Learning Support Teacher works with children with additional support needs at all stages of the school.

Q. How do deal with child protection concerns?

A. “Child protection is everyone’s job.”

Our school, like all others in Fife, is concerned with all aspects of a child’s health and wellbeing. We work closely with other agencies to ensure the protection of children. There are Fife guidelines which explain these procedures in relation to children protection and these can be made available to parents on request. Headteacher, Miss Rennie, is our Child Protection Coordinator and Mrs Dunbar is our Child Protection Depute. Any concerns can be discussed with them. If staff have any concerns generally, they would talk with parents/carers straight away. However, in some circumstances we may have to involve other agencies before we contact you.

Q. If I have a complaint or concern about my child at school, who should I contact?

A. The Head Teacher, on 01334 659438
or email: springfieldps.headteacher@fife.gov.uk

Please note, as a headteacher of two schools, my time is shared between both buildings, and, as such, I will endeavour to respond to any query in a timely manner. When I am not in Springfield, staff are always able to contact me if needed.



Kind Regards

Louise Rennie
Headteacher Letham Primary
School
Headteacher Springfield Primary School