



EDUCATION AND CHILDREN'S SERVICES

St Patrick's R C Primary School 2020-21

Information for Parents/Carers

FIFE COUNCIL EDUCATION SERVICE

WHAT WE STAND FOR

The Education Service in Fife plays a key role in taking forward the wider aims of Fife Council. As part of the Education and Children’s Services Directorate, our vision and what we stand for is “**Improving Life Chances for All**”.

THE VALUES AND PRIORITIES OF THE EDUCATION SERVICE



Our approach towards “**Improving Life Chances for All**” is founded on the values of Compassion; Ambition; Respect and Equality as we develop the capacity of young people to become:

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

The four priorities of the Education Service are Educational Outcomes, Employability skills, Equity and Equality and Enhancing Opportunities for Vulnerable Groups and Individuals.

The themes supporting the 4 priorities are shown below.

Educational Outcomes focusing on	Employability Skills focusing on
<ul style="list-style-type: none"> ● Improving Outcomes for Learners including a focus on raising attainment in Literacy and Numeracy ● Developing Excellence in Learning and Teaching ● Building an excellent Curriculum 	<ul style="list-style-type: none"> ● Universal learning programmes to ensure all young people learn about careers and develop recognised employability skills ● Focussed programmes to ensure particular groups are guided towards specific careers, especially as they enter the senior phase ● Targeted programmes of learning to ensure we make effective provision for those most at risk of finding a negative destination when leaving school
Equality and Equity focusing on	Enhancing Opportunities for Vulnerable Groups and Individuals Most at Risk
<ul style="list-style-type: none"> ● Breaking the cycle of disadvantage including reducing the attainment gap ● Early Years ● Supporting children, young people and families 	<ul style="list-style-type: none"> ● In our focus on Educational Outcomes, Equality and Equity and Employability we will target our work towards improved outcomes for disadvantaged groups and those individuals most at risk

These priorities and themes and the associated actions are described in the Education Service Plan and are reflected in the work of the school.

The information contained in this booklet refers to the current school year and is accurate at the time of publication.

We hope this information will be helpful to you and will answer many of your questions about the school. Should you have any further enquiries, please do not hesitate to call in at the school where we shall be pleased to help you.

Dear Parent

Welcome to St. Patrick's School family. We hope that this is the start of a successful journey through the education process for you and your child. The notes in this booklet will tell you about St Patrick's.

St Patrick's RC Primary is a happy school, where children are treated with dignity and respect and where Gospel Values are at the heart of our school family. Every child in St.Patrick's is very important to us. We teach the children respect for self, for others and for our environment. We reinforce these teachings by promoting the Gospel Values of wisdom, justice, compassion and integrity. The Charter for Catholic Schools outlines the guiding principles of our mission here at St Patrick's.

Our curriculum is focused on enabling our children to become successful learners, confident individuals, responsible citizens and effective contributors. These are the four capacities in a "Curriculum for Excellence", which strives to bring life to learning and learning to life.

Our aim is that, through working in partnership and with honesty, we can ensure that our children are given the opportunity to succeed, are happy and are encouraged to fulfil their potential.

Our school uniform plays a very important part in our School Ethos and in helping us to ensure the safety of our pupils. The distinctive yellow and black tie is easily identifiable both in the playground and on school outings. We have tremendous support from our parents for our uniform policy and I am sure that you will wish to be part of that support. All our uniform items can be ordered easily from www.myclothing.com

All members of our school family are very proud of our school and we hope you will be happy when you join us.

Thank you for choosing our school.

Yours sincerely

Mr Drew Murray
Headteacher



A Charter for Catholic Schools in Scotland

The mission of the Catholic school is to develop as a community of faith and learning, providing the highest quality of education, and offering formation through the promotion of Gospel values, through celebration and worship, and through service to the common good.

All Catholic schools in Scotland, in honouring Jesus Christ as the Way, the Truth and the Life, will feature the following characteristics:

- a commitment to the integrated education and formation of the whole person, in close partnership with parents as the first educators of their children;
- an inclusive ethos which aims to honour the life, dignity and voice of each person, made in the image of God;
- a commitment to the search for wisdom in life and to pursuit of excellence, through the development of each person's unique God-given talents;
- a commitment to the spiritual formation of the school community, through the shared experience of prayer and liturgy, and in partnership with local parishes;
- the provision of religious education programmes which will enable young people to develop their understanding of Gospel values and of how to apply them to life;
- a commitment to uphold the moral teaching, faith tradition and sacramental life of the Catholic Church;
- a commitment to communicate Catholic social teaching and thereby to promote social justice and opportunity for all;
- a commitment to ecumenical action and the unity of Christians;
- the promotion of respect for different beliefs and cultures and for inter-faith dialogue;
- a commitment to support the continuing professional and spiritual development of staff.

All staff appointed to a Catholic school are expected to support and promote the aims, mission, values and ethos of the school, as illustrated in this Charter.

SCHOOL ETHOS

For over one hundred years, St Patrick's Primary School has served the Catholic community of Lochgelly. We maintain a strong tradition of welcoming pupils of other faiths and ethnic backgrounds who have chosen to attend our school and we work hard to promote a positive ethos, where every child is valued and cultures and differences are respected. Our aim is to enable all pupils to be happy, confident, independent, responsible individuals, who are fulfilling their potential. We hope to attain this by providing a well planned, balanced, broad general curriculum and sound programmes of study that engage all of our learners. We also strive to support the physical, social and emotional needs of each individual pupil and maintain a safe welcoming environment that encourages self respect and responsible citizenship. Pupil success is celebrated through a wide range of certificates. There are 5 Houses within St Patrick's, these are Navitie, Clune, Harelaw, Harran and Dunmore. Throughout the school session we ensure opportunities for pupils to take part in House events and to contribute towards winning the House shield for that term.

As a Catholic school we, strive to promote the characteristics as listed in "The Charter for Catholic Schools in Scotland" which is printed in full on the previous page. As with all Catholic primary schools in Scotland, we use "This Is Our Faith" which is the primary programme for religious education. The school also takes part in local interdenominational services such as Remembrance Sunday and other joint activities.

St Patrick's is one of three primary schools in Lochgelly, the other two being Lochgelly West P.S. and Lochgelly South P.S. Unlike the other two schools, St Patrick's does not have a nursery class and so the vast majority of the pupils transfer to us from the Sunflower Nursery which is a "stand alone" nursery. St Patrick's pupils normally transfer to St Andrew's RC High School in Kirkcaldy, but pupils also have the option of attending Lochgelly HS which is the catchment high school.

The school can access the support of many outside agencies and services. These include:-

Medical- through the school doctor or nurse, speech therapy, physiotherapy and occupational therapy .

Educational - Psychologist, Social Work, ICT Support and other groups who support pupils with specific learning difficulties

Emergency Services and other Specialists - Police, Fire, Road Safety, Community Wardens, SSPCA etc.

BUILDING

St Patrick's Primary School is situated at the north end of Lochgelly on Station Road, which links Lochgelly to the Benarty area. The original building was opened on the 30 November 1903 and soon afterwards a further extension including 2 first floor rooms was added to facilitate the growing numbers of pupils. During 1991/92 the falling school roll allowed renovations to take place which changed 2 ground floor classrooms into a kitchen and small dining room. Since then however, school numbers steadily increased to a point where the school was sitting at almost maximum capacity with no spare classrooms or breakout space.

In July 2010 a purpose built PE hall and an additional classroom was added to meet our rising roll. This facility allows us to not only promote PE, health and wellbeing, but also to showcase the talents of the pupils in our school, through concerts, shows and assemblies. The school playground has also been resurfaced and outdoor play facilities have been erected which include soft pour bases. In 2016 our school gardens were developed to allow pupils easy access to green spaces and wildlife gardens to enhance experiences in Outdoor Learning. We also make good use of the local area, including Lochore Meadows.

Please note that for health and safety no pedestrian access is allowed through the car park entrance.

CONTACT DETAILS

Headteacher: Mr Drew Murray

Address: St Patrick's R C Primary School, 41 Station Road, Lochgelly, Fife KY5 9QX,

Telephone No: 01592 583461

Website: www.fife.gov.uk/stpatrickrcps

Email: stpatricksrcps.enquiries@fife.gov.uk

School Roll (P1-7): 170

Nursery Roll: N/A

Parent Council Email: stpatricksrcps.enquiries@fife.gov.uk

Other Information

Staffing

- Headteacher
- Principal Teacher
- 12 Teachers (including 1 set of job-share , 0.5 Additional Support Needs and 1 NCCT Teacher)
- 4 Pupil Support Assistants
- Administrative Assistant
- Clerical Assistant
- Janitor
- 1 Cook & 2 Catering Assistants
- 3 Cleaners

Parent Concerns

St. Patrick's has an open door policy and any parent or carer who has a concern or issue they feel needs to be addressed, should contact the school office to arrange an appointment to speak to the class teacher, principal teacher or headteacher, if they feel this is necessary. Teachers are available at the end of the school day i.e after 3pm and the headteacher can usually see parents during the school day or after 3pm depending on which is most convenient to them.

Arrangements for Parent Making An Initial Visit To School

Any parent/carer who is thinking about enrolling their child at St. Patrick's and wishes to make a visit prior to making a decision, will be made very welcome. In these circumstances they should make an appointment with the headteacher via the main office.

NAMED PERSON

The Children and Young People (Scotland) Act 2014 includes making a Named Person available for every child, from birth until their 18th birthday (or beyond, if they are still in school). In most cases, the Named Person will not have to do anything more than they

normally do in the course of their day-to-day work.

Most children and young people get all the help and support they need from their families, from teachers and health practitioners, and from their wider communities – the Named Person does not change these roles.

However, some families may need extra help and that's where the Named Person comes in. This means that the child and their family have a single point of contact who can work with them to sort out any further help, advice or support if they need it.

The Named Person for your child is Drew Murray.

SCHOOL HOURS

Morning

P1-7 09:00 am

Interval

P1-7 10:40 am - 10:55 am

Lunch

P1-3 12:25 pm (Pupils in P1-3 going home for lunch leave at 12:35 pm.)

P4-7 12:35 pm

Afternoon

P1-7 1:20 pm - 3:00 pm

SCHOOL UNIFORM

During session 2015-2016 the school updated the uniform policy and the way in which uniforms are ordered. We believe this has improved and made it easier for families to order school clothing and to raise awareness of what is considered to be St Patrick's school uniform which is yellow and black in colour with the option of grey or black trousers/skirts.

There is ONE main supplier of the St Patrick's Primary School uniform who provide a simple process and ensure that all uniform colours and items fit with our uniform policy. My Clothing online are our main suppliers for the reasons stated below.

- Firstly My Clothing online are able to provide all of the items in one place that fit perfectly with our colours and emblem in a very cost effective and easy way. These include shirts, polo tops, jumpers, jackets, hats, bags and much more.
- Secondly, My Clothing will contribute 5% cash donation on every purchase back to the school which in turn will benefit all of our pupils.

At St Patrick's we believe our school uniform promotes a **sense of pride** in our school and that it fosters a **feeling of community and belonging** for all who attend. The uniform is **practical and smart** and allows children to feel **equal to their peers** in terms of appearance. It also sets a **certain standard of appearance** for all, while being **practical and cost effective**.

SCHOOL CLOTHING GRANT

We can provide free school meals and a school clothing grant of £100.00 per child if you are on a low income.

To qualify for free schools meals and 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 £16,105
- Child Tax Credit & Working Tax Credit with annual income below £6420

- Support under Part VI of the Immigration & Asylum Act 1999
- Universal Credit including those with a take home of pay of up to £610 per month
- 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 £69,00 (school clothing grant only)

If you don't meet this criteria but your child is in P1-3, they can still receive free school meals. Free school milk will only be given if the above criteria is met.

ENROLMENT

Children who reach the age of 5 on or before 17 August 2020, must normally start school in August 2020. Children who reach the age of 5 after August 2020, but before 29 February 2021, may also start school in August 2020, though parents are not obliged to send their children to school until the first entry date after their fifth birthday.

Parents of children in either of these categories are asked to enrol their child at their catchment school before Friday, 31 January 2020.

Choice of School

Parents have the right to make a placing request for the school they wish their child to attend. This applies whether the child is about to start school or whether he/she is already attending primary, secondary or additional support needs school. Parents wishing to send their child to a school other than the catchment school should apply to the school of their choice as soon as possible and, in any case, before 15 March 2020. Parents must also enrol their child at their catchment school to ensure a place is available if a placing request application is refused.

Headteachers must provide information to parents on how to make a placing request for the school of their choice. In the case of children starting school for the first time 'Choosing A School – A Guide for Parents' is available online at www.scotland.gov.uk. Individual school booklets will be provided by the Headteacher of individual schools and can be accessed online at www.fifedirect.org.uk. School catchment areas can be accessed online at www.fifedirect.org.uk/catchmentchecker

SCHOOL YEAR 2020-2021

Term	Start Date	End Date
Autumn	Monday 17 August 2020 (teachers) Wednesday 19 August 2020 (pupils)	Friday 09 October 2020 (40 teacher; 38 pupil days)
Winter	Monday 26 October 2020	Tuesday 22 December 2020 (42 teacher; 41 pupil days)
Spring	Wednesday 06 January 2021	Friday 26 March 2021 (56 teacher; 55 pupil days)
Summer	Monday 12 April 2021	Thursday 01 July 2021 (57 teacher; 56 pupil days)

The above pattern provides for 190 school days, once the holidays and 5 in service days for teachers are deducted.

Holiday	Start Date	End Date
Autumn	Monday 12 October 2020	Friday 23 October 2020
Christmas	Wednesday 23 December 2020	Tuesday 05 January 2021
February	Thursday 18 February 2021	Friday 19 February 2021
Spring	Monday 29 March 2021	Friday 09 April 2021
May Day	Monday 03 May 2021	
June	Monday 07 June 2021	
Summer	Friday 02 July 2021	Friday 13 August 2021 (teachers) Tuesday 17 August 2020 (pupils)

In Service Days
<ul style="list-style-type: none"> • Monday 17 August 2020 • Tuesday 18 August 2020 • Friday 13 November 2020 • Wednesday 17 February 2021 • Thursday 06 June 2021

SCHOOL MEALS AND MILK

School meals are provided in all primary schools and meet the Scottish Nutritional Standards.

Meals are provided free of charge for all pupils in Primaries 1 – 3.

Your child can select two courses from:

Home Made Soup or Daily Dessert or Fresh Fruit

Plus

The Hot Dish of the Day or Filled Baked Potato or Salad

Plus

A Glass of Milk or Water And Unlimited Bread and Salad

The current cost of a school meal is £2.20 (from 1st April 2019 to 31 March 2020).

School lunch money can either be paid each Monday morning for the week ahead or paid daily.

SPECIFIC DIETARY REQUIREMENTS

Fife Council is committed to providing a school meal service to all pupils who require them and will provide a specialised dietary service for certain children through discussion between the child, parent/guardian, and the school. Special diets will be provided on the basis of

- Religious requirements
- Cultural/ethical reasons
- Therapeutic diets will be provided on the basis of Medical conditions (as recommended by a doctor or dietician.)

It is not possible to meet individual requests for diet unless they are based on the reasons above.

If the child is known to have an allergy to nuts/nut products then our Allergies – Policies/Guidelines should be read in conjunction with this policy.

SCHOOL MILK

Fresh chilled milk is available in all Primary Schools, and currently costs 24p per carton (from 1st April 2019 to 31 March 2020).

Milk money is collected on the last week of term for the following term

WATER IN SCHOOLS SCHEME

All pupils have access to chilled water throughout the school day.

HEALTHY TUCK SHOP INITIATIVE

A healthy tuck shop can help encourage children to adopt good eating habits. Therefore as part of the whole school approach to food schools are being encouraged to establish healthy tuck shops within their schools. The Food in Schools group has developed a Healthy tuck shop/Vending policy which gives schools guidance on suitable products for inclusion in a healthy tuck shop initiative.

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 (<http://www.educationscotland.gov.uk/parentzone>), a national resource developed by Education Scotland on behalf of the Scottish Government.

Clubs and Activities The school runs a number of activities throughout the school year .

These include: - **Lunchtime** Table Tennis Club, Basketball Club and Five Aside Football .

After School - Karate, Hiphop Club & Code Club

Pupil Groups and Committees

These include a House System with P7 House Captains and Vice Captains, Pupil Council with representatives from each class, Eco Committee with representatives from each class, P7 and P6 Buddies, Peer Mediators and in 2015 our Rights Respecting School Committee were formed as well as the St Patrick's Media Group.

ASSESSMENT AND REPORTING

Assessment

Broadly, across Fife primary schools two forms of assessment are used to support your child's development:

Summative assessment- which focuses on measuring current performance in terms of how successful the learner has been measured against national benchmarks, and formative assessment which gathers information about pupils' learning which is then used to help plan next steps in learning. Both types of assessment help teachers improve their teaching and the support they give to their pupils.

Summative assessment takes the form of standardised classroom based tests which measure how well your child is performing for their age and stage. Their purpose is not to compare your child with others but to provide the school with information to ensure that your child's learning needs are being addressed.

Formative Assessment is an integral part of your child's day to day learning and provides a range of information to support your child in moving their learning forward. This less formal assessment takes many forms including observing children's engagement in classroom tasks and providing individual feedback to pupils to support them in identifying their own next steps in learning.

Within our school, teachers work hard to ensure that every pupil has well planned programmes of work, that meet their individual needs. This programme is produced following consultation/discussion with the pupils themselves, the headteacher and where necessary, the Learning Support teacher and pupil support staff. At the start of each term a Pupil Learning Plan is sent home to keep parents/carers up to date with topics and skills their child is undertaking in the different curricular areas.

At St Patrick's, both summative and formative assessment is used in all classes to track pupil progress. This information is used to plan the next steps in learning for each child and the cumulative information gathered is used to place a pupil at a level within the Curriculum for Excellence.

Reporting

In all Fife schools teachers' reports about each pupil's learning play an important part in providing useful feedback about learning, for parents and carers and for other teachers and adults concerned with the young person's learning, progress and achievements.

Effective, constructive feedback to parents should be clear, positive, specific, supportive and give an honest appraisal of pupils' progress. Feedback will be provided for parents at parents' meetings and in formal written reports. Formal written reports will be based on the personal learning planning and informal records that have been shared with pupils and parents regularly throughout the year. Reports provide an overall summary of progress, achievements and next steps in learning in line with Curriculum for Excellence.

Within our school, parents have the opportunity to attend an individual parents interview and an open evening each year. Parent workshops relating to different curricular areas, are organised throughout the year and meetings, specific to individual groups and classes e.g.

transition, Dounans etc. are organised as required. Parents/carers of pupils with additional support needs and have an ISP or a CSP will be invited to additional, individual meetings.

Throughout the year, parents will have the opportunity to attend concerts, shows, assemblies and religious services which will also showcase the pupils talents and skills across many curricular areas. These activities and all the information gathered from on-going assessment is used to form the basis for the end of year report.

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.

There is a charge for tuition. The rate may be subject to change, but the current rate would be notified at the time of interview. This may be paid in instalments or by Direct Debit and concessions may be available.

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

ATTENDANCE

If your child is enrolled in school, you are legally obliged to send your child to school on a regular basis. To prevent any misunderstanding, please contact the school immediately if your child is not able to attend. Please send an explanatory note with your child when he/she returns to school; otherwise the absence will be recorded as unauthorised.

In occurrences of long term illness it may be possible for instruction to be given at home on a part-time basis.

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

Our school, like all schools in Fife, is concerned with all aspects of a child's health and wellbeing. We aim to provide a safe and supportive environment and work together with other agencies to ensure that all children are safe and protected from harm. The school follows the Education and Children's Services Child Protection Guidelines in all aspects of Child Protection and Care and Welfare. Our school has a child protection co-ordinator (Drew Murray) who will deal with all child protection issues and with whom any concerns can be discussed.

TRANSPORT

Our current policy offers free home-to-school transport to primary school children who attend their catchment area school and live more than one mile from it and to secondary school children who attend their catchment area school and live more than two miles from it. Distances are measured by the shortest available walking route for an accompanied child. However, if you choose a school other than your catchment area school, the Council will not provide any assistance with the cost of transport.

SUPPORT FOR PUPILS

Some children require additional support to make progress in school. Such support takes a range of forms – extra consideration by their class teacher, use of IT to support learning, support from a Pupil Support Assistant, time with a support teacher and in a few cases an alternative placement to, for example an additional support needs class. In some cases help may be provided from services external to the school such as the Psychological Service or by the Supporting Learners Service.

If you are worried about your child's progress and think he or she might have additional support needs you can either raise this with school staff at a parent's evening or make an appointment to discuss this at another time. School staff will listen closely to all your concerns and together you can decide on the next steps. Ongoing support will be co-ordinated by the headteacher of the school.

Each class teacher will ensure learning needs are met in their class and be aware of any concerns about a pupil's wellbeing.

If you would like to know more about how additional support needs are identified and assessed please contact the headteacher of your child's school. Further information may also be available from the school's link Educational Psychologist and the Learning Support Teacher.

The Additional Support for Learning Act

If you are concerned that your child/young person has additional support needs you can request, by writing to your school, an assessment to decide if there are additional support needs. If your child has additional support needs which are long term and involve a number of services, you can ask for a coordinated support plan to be established.

Schools in Fife work in partnership with parents and aim to agree with you the best way forward for your child. Where agreement cannot be reached between you and the school, it may be helpful to involve an educational psychologist or education officer. The school may suggest this, or you can request such involvement. Where a disagreement persists, relating to additional support needs, you are entitled to free independent mediation.

You can also ask for independent adjudication for disputes about how the local authority is exercising its functions under the Education (Additional Support for Learning) (Scotland) Act 2004 as amended 2009. Additional Support Needs Tribunals can be accessed for disputes relating to Coordinated Support Plans, including placing requests where there is a CSP.

If you require further information about any of the above you can contact Alistair Haldane, Education Manager at Alistair.Haldane@fife.gov.uk or on 03451 555 555 Ext 444224.

Parents 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:

- a telephone helpline – 0845 123 2303
- an online enquiry service – info@enquire.org.uk
- two websites– www.enquire.org.uk (for parents/carers and practitioners) and www.enquire.org.uk/yp (for children and young people)

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

Let's Talk ASN Scotland is a national, free and independent legal advice service for parents of children and young people with additional support needs and can support in relation to a dispute with the education authority.

Let's Talk can be contacted at letstalkasn@edlaw.org.uk or at 0141 445 1955.

Children and young people can also exercise their own rights to access an assessment of their additional support needs, access advocacy and support to resolve disagreements with their school or the education authority. To access this support, the child or parent can contact My Rights, My Say to make a referral, email help@myrightmysay.scot To find out more about the children's service by contacting our helpline on 0345 123 2303.

EQUAL OPPORTUNITIES

Fife Council's schools promote Equal Opportunities for all pupils. All schools take problems of bullying and racism very seriously, and have procedures for dealing with hate incidents and supporting pupils and parents.

PARENTAL INVOLVEMENT

There are several ways in which parents can become more involved in the work of the school:

- **Through joining the Parent Council** - Parents have the opportunity to play an active role in the decision making process within the school
- **Through voluntary work in school** - The school welcomes parents who can contribute an hour or two in school and help raise attainment in any area of the curriculum.
- **Through fundraising activities** - Even although you cannot commit your time regularly, there are fundraising events organised by the Parent Council during the school year which help provide resources to help enhance learning and raise pupil attainment.

At St Patrick's we encourage parents to be as involved as possible in their children's learning and we support this by :

- Providing regular homework as per the school's homework policy (available in school or from the school website)
- Providing parents with workshops relating to particular curricular areas
- Providing information to their child's personal learning plan
- Providing specific parent meetings at key transition stages and /or pertaining to certain subjects eg P.7 residential experience

THE SCHOOL TO WHICH YOUR CHILD WILL TRANSFER

On completion of primary education the normal arrangement is for children to transfer to the catchment secondary school associated with their home address. However parents can make a placing request to attend a secondary school other than the catchment school and further information on how to do this is available in the booklet, Choosing a school – a guide for parents, which is available online at www.scotland.gov.uk/Publications/2010/11/10093528/0

SCHOOL IMPROVEMENT

Details relating to pupil attainment in literacy and numeracy can be found in our Standards and Quality report which is available on our website or can be viewed in school.

The Standards and quality report also include other pupil achievements. Some of which are:

- successfully maintaining our Green Flag status
- Primary 7 have taken part in the St Andrew's Cluster 'Praxis' Awards which recognises out of school achievement and citizenship resulting in all pupils achieving silver or gold status.
- All pupils presented Christmas Concerts and Assemblies where parents, families and friends attended.
- Pupils from St. Patrick's took part and performed in the Fife Festival of Music.
- Primary 7 pupils along with the other cluster schools took part in a five day adventure holiday at Dalguise
- Pupils raised well over £1000 pounds in charity fundraising

SCHOOL POLICIES

For more information about Fife Education and Learning policies please go to www.fifedirect.org.uk/keypolicies

The following school policies are available and can be accessed by contacting the school or via the school website:

- Learning and Teaching, Assessment, Support for Learning
- ICT and Technology
- Emergency Evacuation
- Site Traffic Management Plan
- Health & Safety
- Positive Behaviour /Anti Bullying
- Homework - Learning out of School
- School Resilience - Emergency & Business Continuity Management Plan

DATA COLLECTION

Fife Council collects information on pupils, parents and other carers to enable the provision of educational and other support services including personal data, contact details, pupil's attainment records and health information.

We are keen to help all our pupils do well in all aspects of school life and achieve better exam results. Sometimes the best way is by sharing information with our partner agencies including NHS Fife, Fife Constabulary, Careers Scotland and the Scottish Government Education Department. These agencies have a responsibility to protect children, young people and vulnerable adults and sharing information between agencies helps to do this. Examples include: the provision of dental services, immunisation programmes and road safety campaigns.

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;
- plan future services

What information can be shared?

Information collected through enrolment forms or provided by parents and other carers will be held on computer systems and used within Fife Council for the purposes of furthering education and training, pupil care, career guidance, health monitoring and Parent Council elections and advice.

Information will be shared with partner agencies when there are clear concerns about the care, safety and welfare of children, young people or vulnerable adults and to aid careers planning. If you have any questions or comments on the information we share please contact David Smith, MIS Team Leader at education.data@fife.gov.uk

Personal data **will not** be shared out-with the above circumstances and information will not be disclosed to any third parties except where permitted or required by law or where informed consent has been received. The uses of the information are covered by the Council's registration under the Data Protection Act 1998.

WANT MORE INFORMATION?

Further information on Fife Council's use of data and the Data Protection Act 1998 can be found on Fife Council's website www.fifedirect.org.uk

SEVERE WEATHER CONDITIONS

Unless specifically advised, schools will remain open during periods of severe weather. It is vital that parents/carers ensure that schools have the means to contact them should this position change. Decisions to close will be made as early as possible.

To be kept up to date with closure information:

1. **By text or email through Fife Direct** – Notification of a school closure is done by schools through Fife Direct. To sign up to receive text or email alerts, please enter your contact details via www.fifedirect.org.uk/alerts, click on Alerts and under Alert Services click on [join fifedirect](#).
2. **By text or email through your school** – Make sure that you have given your up to date mobile number and email address details to the school so that they can contact you via Groupcall. These messages will provide supplementary information to the above.
3. **Visit** www.fifedirect.org.uk/closures. Also, check the website of your own school.
4. **Follow-us** on [facebook.com/fifecouncil](https://www.facebook.com/fifecouncil) and twitter.com/fifecouncil.
5. **Listen** to Kingdom FM, Forth One and Tay FM.
6. **Check TV** on Sky channel 539, press red or Virgin channel 233, press red.

Please note: If your child moves school or attends more than one establishment, you should amend the school details on your account in Fife Direct to ensure you receive information from the correct school.

Schools also circulate severe weather information for parents and carers at the start of the winter term. This may be added to their websites, shared through email or text messages and/or distributed via school bag mail drop.

ALTERNATIVE FORMATS

The information included in this document can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00

Calls cost between 3p to 7p per minute from a UK landline, mobile rates may vary.

BT Text phone number for Deaf people 18001 01383 441177

LANGUAGE LINES

এ নথিতে যেসব তথ্য আছে তা 03451555599 এ নাম্বারে ফোন করে অনুরোধ করলে বড় ছাপা, ব্রেইল, ওডিও সিডি/ট্যেইপ ও ব্রিটিশ সাইন ল্যাংগুয়েজ ইত্যাদি মাধ্যমে পাওয়া যাবে।
কলের জন্য ইউকে ল্যান্ডলাইন থেকে খরচ হবে প্রতি মিনিটে ৩পি থেকে ৭পি, মোবাইলের খরচ ভিন্ন হতে পারে।

عند الطلب، يمكن توفير المعلومات الواردة في هذا المستند في صورة مستندات مطبوعة بأحرف كبيرة ومستندات بطريقة برايل وعلى أشرطة/أقراص مضغوطة صوتية مع الترجمة بلغة الإشارة البريطانية من خلال الاتصال بالرقم 03451 55 55 77
تتراوح تكلفة المكالمات بين 3 إلى 7 بنسات في الدقيقة من أي خط أرضي في المملكة المتحدة، وقد تختلف أسعار المكالمات بالهاتف المحمول.

如果你需要以大字體印刷、盲人點字、光碟/錄音帶格式或英國手語傳譯說明這份文件的內容，請致電 03451 55 55 88 提出要求。

用英國電訊固定座機撥打上述電話號碼收費每分鐘 3 至 7 便士，以手機撥打收費各異。

Informacje zawarte w tym dokumencie mogą zostać udostępnione w wersji drukowanej dużą czcionką, w alfabecie Braille'a, w wersji dźwiękowej na płycie CD/taśmie lub w tłumaczeniu na brytyjski język migowy – prosimy o kontakt pod numerem 03451 55 55 44.

Koszt połączenia wynosi 3-7p za minutę z brytyjskich telefonów stacjonarnych, koszty połączeń z telefonów komórkowych mogą być różne.

ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਟੈਲੀਫੋਨ ਨੰਬਰ 03451 55 55 66 ਰਾਹੀਂ ਮੰਗ ਕਰਨ ਉੱਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ, ਆਡੀਓ ਸੀ.ਡੀ./ਟੇਪ ਅਤੇ ਬ੍ਰਿਟਿਸ਼ ਸਾਈਨ ਲੈਂਗੂਏਜ ਦੇ ਅਨੁਵਾਦ ਵਿਚ ਮੁਹੱਈਆ ਕਰਾਈ ਜਾ ਸਕਦੀ ਹੈ।

ਯੂ.ਕੇ. ਲੈਂਡਲਾਈਨ ਰਾਹੀਂ ਕਾਲ ਕਰਨ ਦਾ ਖਰਚਾ 3 ਤੋਂ 7 ਪੈਨੀਆਂ ਪ੍ਰਤੀ ਮਿੰਟ ਹੋਵੇਗਾ, ਮੋਬਾਈਲਾਂ ਦੇ ਰੇਟ ਵੱਖਰੇ ਵੱਖਰੇ ਹੋ ਸਕਦੇ ਹਨ।

03451 55 55 66 پر درخواست کرنے سے اس تحریر میں دی گئی معلومات بڑے پرنٹ 'بریل' آڈیو سی ڈی/ٹیپ پر اور ترجمانی والی برطانوی اشاراتی زبان (برٹش سائن لینگویج) میں مہیا کی جاسکتی ہیں۔

کسی برطانوی لینڈ لائن سے فون کے نرخ 3 تا 7 پنس فی منٹ ہیں' موبائل کے نرخ مختلف ہوسکتے ہیں۔