September 2023

**Torryburn Primary School - Family Engagement**

Family engagement in the life of the school and in your child’s learning is very important to us at Torryburn Primary School. We want to encourage this as much as possible. Over the course of the school year there will be several opportunities to come into school/nursery to share in your child’s learning. We look forward to working in partnership with you on your child’s learning journey.

The main form of communication at Torryburn is Groupcall which allows us to email and text groups of parents about pupil absences and other important updates. We also have an active Facebook page – Torryburn Primary School and a school website. Learning progress updates are communicated through the See Saw App where staff can send photos of work and learning actvities related to your child’s learning targets.

If you would like to contact us please phone or email the school office at:

[torryburnps.enquiries@fife.gov.uk](mailto:torryburnps.enquiries@fife.gov.uk) or directly through calling or dropping in to the school office to speak with our office where the staff will direct your query to the relevant member of staff who will contact you as soon as they can.

Good attendance is vital for children’s learning as well as their social skills and wellbeing. Attendance is closely monitored by all staff. **If your child is going to be absent from school or nursery parents should let our office staff know the reason for absence via phonecall on 01383 602437 or via email.** Please do not message the teacher direct on See Saw about pupil absence and this needs to be recorded at the school office. For safeguarding reasons we need to know about pupil absence before 9.15am. If your child has to attend a medical appointment during school hours then please let the office staff know in advance so your child can be ready to be collected at the time you request. Requests for holidays during term time should be made in writing to the Headteacher. As per Fife Council policy these are not recorded as authorised absences and should therefore be kept to a minimum.

**Class Assemblies**

P6/7 - 13th November

P5/6 - 13th February

P3/4 - 20th March

P2/3 - 1st May

P1 - 15th May

All class assemblies will be held at **2.30pm in the hall** in school. Following the assembly families can enjoy a cup of tea or coffee in the family room.

**Special Assemblies**:

13th December - Infant Nativity 2pm in the main hall

25th June - P7 Leavers Show Assembly

**Soft Starts**

A chance to come to school to join in some learning in the class from 9.10-9.40am.

**28th September (Maths focus)**

**25th January (Burns/Scottish focus)**

**14th May (Health focus, Mental health awareness week)**

**Open Afternoons**

Come and join in the learning in your child’s class in school or nursery from 2.20pm to 2.50pm:

**21st November (Book Week Scotland)**

**27th March (Daffodil coffee afternoon)**

**Pupil Progress Evenings**

These will take place twice in the session for P1-7. A 10 minute appointment per child will be offered to parents/carers to meet with the teacher to discuss progress, strengths, next steps and how to support learning at home. You will be able to book your appointment at a time of your chosing using th Parent Booking System.

**Monday 6th November (3.30-5.30pm) or Wednesday 8th November (5.30-7.30pm)**

**Monday 25th March (3.30-5.30pm) or Wednesday 27 March (5.30-.7.30pm)**

In addition we use the See Saw app to share learning targets and examples of work through photos. Homework tasks through See Saw is also be sent home and reading books will come home for children to share with families.

**Parent Council**

Our Parent council is keen to enlist new members. If this is something you are interested in then you are welcome to come to any parent council meeting. The first one will be held on **Tuesday 12th September at 6.30pm** in our Family Room. Other dates for the session to follow.

**Sports Day**

Our annual school Sports Day is held on **Friday 24th May**. If the weather is wet our back up day is Tuesday 28th May

**Volunteering**

We are keen to encourage parents and carers to volunteer into Torryburn. We will ask for helpers for school trips and other events. It may be that you have a skill you could offer to share or you would like help with Arts and crafts, gardening or something else. Please phone or email school office know if you would like to volunteer and we can discuss this.

**Holidays**

9th to 20th October - Autumn

10th November - Inset Day

21st December to 3rd January - Christmas

14th February - Inset Day

15th February to 16th February - Mid Term

29th March to 12th April - Easter

6th May - Public Holiday

9th May - Inset Day

3rd June - Public Holiday

28th June - End of term

**Important Dates**

19th September - P1-P7 Flu Vaccines

6th October - Charity dress down day (We suggest 50p donation)

24th October - P7 parents information session at Queen Anne High School (evening)

8th December - Christmas Jumper Day (50p donation for Save the Children UK)

14th December - P1/2, P/3 and P3/4 Christmas parties (pm)

15th December - P5/6 and P7 Christmas parties (pm)

20th December - Dress down day (free)

Friday 19th to Monday 22nd April - P7 to Adroy residential (further information to follow)

19-21 June - P7 transition visit days to Queen Anne High School

**Newsletters**

We will introduce termly electronic newsletters for the whole school. These will again remind you of key dates for the upcoming term as well as share some of the learning, achievements and experiences the children have been participating in. These will be sent out as a Sway format similar to the one used by Queen Anne High School.

2nd October

18th December

9th February

25th March

24th June