



# Tulliallan Primary School Handbook 2022

Information for Parents/Carers



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**2 Kirk Street Kincardine Alloa Fife FK10 4PT**

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**Visit:** <https://blogs.glowscotland.org.uk/fi/tulliallanps/>

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# Welcome Introduction

Dear Parents and Carers,

At Tulliallan, we are proud of having created an inclusive learning community where partnerships with our families and local community support our learning.

Our children develop the skills and qualities that help them to become successful learners, confident individuals, effective contributors to their school and community, and responsible citizens. Our children's development and needs are supported by positive relationships, which are at the heart of everything we do. Our staff get to know and support each child as an individual, and provide a range of high quality learning and teaching experiences.

We are very proud of our school and hope that this information answers many of the questions you may have. Our school website also provides lots of information you may find relevant.

If you do not find the answer you are looking for, please contact the school by phoning 01383 602440 or by emailing [tulliallanps.enquiries.fife.gov.uk](mailto:tulliallanps.enquiries.fife.gov.uk).

If you would like to arrange a visit to the school, please contact us and we will arrange a suitable time.  
Yours sincerely,

Nicola Bow  
Acting Headteacher

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# School Ethos

At Tulliallan we strive to provide all pupils with quality learning experiences which ensure that each child is equipped with the skills, knowledge and confidence to achieve his/her full potential and to contribute to the world by becoming a successful learner, confident individual, effective contributor and responsible citizen.

## Values

Included in the many values at Tulliallan are the following attributes:

- Positive attitude
- Hard Work
- Politeness and Manners
- Teamwork
- Respect
- Clear understanding of our rights and responsibilities.

## School Aims

- We aim to provide a broad, balanced and challenging curriculum.
- We aim to challenge the capabilities of individuals and groups to reach their full potential.
- We encourage children to be active learners.
- We aim to support each pupils needs.
- We strive to create a welcoming ethos where all pupils, staff, parents and community have a sense of pride in their school
- We aim to provide appropriate and meaningful resources to support the work of the school.
- We aim to monitor and reflect on all aspects of school life and to sustain a level of professional development which enables us to embrace educational change.
- We aim to enable leadership at all levels.

To summarise the above, we have a school motto which is:

**TULLIALLAN - a place to SHINE**

(Success Honesty Inclusion Nurture Equality)

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# About the School

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**School roll** 177 pupils

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**Nursery roll** 37 pupils

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The school is set in an attractive location in the village of Kincardine. A large planted area of well established trees and bushes borders the entrance drive to the school.

The first reference to a Tulliallan School is made in the Session Records of Tulliallan Church in 1694 telling us that the said school was established on lands formerly possessed by the family of Blackadder of Tulliallan.

The present school however, opened in this modern building at Easter, 1975. The cannons on the doorstep were gifted to the school by the people of Kincardine. They are thought to be from the Blackadder's fortalice, the old Tulliallan Castle, and so preserve a link with the past. The school has a wealth of land surrounding it where children may play a variety of games. An outdoor garden area has been established with benches and tables where the children may chat, play quiet games or read.

An outdoor area for the Nursery was created and funded through the community and school working together. The Nursery have their own entrance to the rear of the school The Nursery has a positive ethos and is warm and welcoming to all who visit or work there.

# Attending School

## Daily Timetable

### School day

Morning Session 9.00 a.m. - 12.35 p.m

Interval 10.40 a.m. - 10.55 a.m.

Afternoon Session 1.35 p.m. - 3.15 p.m.

### Nursery

All day: 9.00am - 3.00pm

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## School Uniform

### School uniform

- Sweatshirts (Grey) or jumpers/cardigans (grey)
- Polo Shirts/Shirts (White)
- Black/grey trousers/skirts/pinafores, blue gingham summer dresses
- Black shoes or black trainers
- Ties and Badges available from the school office

### Gym Kit

- Shorts, t-shirt and gym shoes
- No football tops, jewellery or crop tops

Website: [www.border-embroideries.co.uk](http://www.border-embroideries.co.uk)

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# School Holidays, Term, and Closure Dates

## Academic year 2022-23

### Terms Dates (all dates are inclusive)

Term	Start Date	End Date
Autumn	Monday 15th August 2022 (Teachers) Wednesday 17 August 2022 (Pupils)	Friday 7th October 2022 ( 40 teacher; 38 pupil days)
Winter	Monday 24th October 2022	Wednesday 21st December 2022 ( 43 teacher; 42 pupil days)
Spring	Thursday 5th January 2023	Thursday 30th March 2023 ( 59 teacher; 58 pupil days)
Summer	Monday 17th April 2023	Friday 30th June 2023 ( 53 teacher; 52 pupil days)

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

### School Holidays (all dates are inclusive)

Holiday	Start Date	End Date
Autumn	Monday 10th October 2022	Friday 21st October 2022
Christmas	Thursday 22th December 2022	Wednesday 4th January 2023
Additional	Wednesday 15th February 2023 (Pupils) Thursday 16th February 2023 (Teachers)	Friday 17th February 2023
Spring	Friday 31st March 2023	Friday 14th April 2023
Additional	Monday 1st May 2023	
Additional	Monday 5th June 2023	Monday 5th June 2023(Teachers) Tuesday 6th June 2023 (Pupils)
Summer	Monday 3rd July 2023	Friday 11th August 2023 (Teachers) Tuesday 15th August 2023 (Pupils)

### In-Service Days

- Monday 15th August 2022
- Tuesday 16th August 2022
- Friday 18th November 2022
- Wednesday 15th February 2023
- Tuesday 6th June 2023

# Applying for a school place

## Enrolling in primary school

**\*\*Please note, applications for 2022/23 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 new online application, which was trialled in January 2021, will continue for the next round of enrolments in January 2022. This system makes things easier for parents and carers to enrol and can be accessed 24/7. The primary 1 online enrolment form is available now.

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 [here](#).
- 2 forms of proof that you live in the school's catchment area (for example, council tax notification form, utility bill or child tax credit form.) - If you don't have a paper bill, you can download a copy of your council tax bill from within your online account [here](#).
  - **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.

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

In line with the Scottish Government's 'Hungry for Success' policy, Fife Council provides tasty, healthy meals to young Fifers. All of our meals conform to national nutritional standards which you can read or download on **the Scottish Government website** .

The national nutritional standards demand that a Fife school lunch provides at least one third of the daily nutritional requirements of pupils. Our menus provide nutritious choices that ensure a balanced diet over the week.

A primary school meal costs only £2.40 per day and you can view/download the menu below.

High schools have a cafeteria-style service, where pupils can choose from a variety of tasty and healthy items. Please encourage your child to vary their selections.

## 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 - please check recipes for more details.

We are committed to reducing the impact we have on the environment and are trying to reduce or eliminate packaging and single-use plastics where we can.

## What do you think?

If you have any questions, comments or suggestions about food in schools please get in touch with us.

## Related Publications

- **Primary & Nursery Menu** - PDF File
- **Primary & Nursery Menu (Arabic)** - PDF File
- **Primary & Nursery Menu (Bengali)** - PDF File
- **Primary & Nursery Menu (Pakistani - Punjabi)** - PDF File
- **Primary & Nursery Menu (Polish)** - PDF File
- **Primary & Nursery Menu (Simplified Chinese)** - PDF File
- **Primary & Nursery Menu (Ukrainian)** - PDF File
- **Specific Dietary Requirement Form** - MS Word Document



## Free school meals and 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 £120.00 per child for primary school pupils and £150.00 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 £17,005
- Child Tax Credit & Working Tax Credit with annual income below £7,920
- Support under Part VI of the Immigration & Asylum Act 1999
- Universal Credit, where monthly earned income does not exceed £660
- 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 £17,005 (school clothing grant only)

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.

### How to apply

Apply for discounts or exemptions by signing in to your **mygovscot myaccount** or registering for a **mygovscot myaccount** if you don't already have one.

**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](http://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 (<http://www.educationscotland.gov.uk/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](http://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](http://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.**

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## 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

## 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 is launching a new statutory national concessionary travel scheme on 31 January 2022. This will mean all children and young people, living in Scotland, will be 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 the new 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**
- **School Bus Companies' Contact Details**
- **Walked Routes to Schools - Assessment Policy**

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**Contact:** School Transport

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Email: **SchoolTravel.Enquiries@fife.gov.uk**

# 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 Educational 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~~ discuss 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 directly between you and the school, it may be helpful to involve an Educational Psychologist or the school's link Education Manager. 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 Deborah Davidson, Education Manager using **deborah.davidson@fife.gov.uk** or on 03451 555 555 Ext 441982

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 their helpline on 0345 123 2303.

# 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/keypolicies](http://www.fife.gov.uk/keypolicies)

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](http://www.fife.gov.uk/privacy/education)