

## An A to Z of Information for Parents (Primary Classes)



### Attendance

If your child is absent from school, please call the school office by 9am. If you know about the absence in advance e.g. for a holiday, please email [wormitps.enquiries@fife.gov.uk](mailto:wormitps.enquiries@fife.gov.uk). If you would like to request the absence be recorded as authorised, please provide information about why it needs to happen in term time. **We follow Fife Council guidance to monitor attendance and have to ask parents to ensure all holidays are booked for school holidays except in exceptional circumstances which should be discussed with Mrs Jess before you book the holiday.** If your child needs to be collected early for an appointment, please ring the office in advance to let us know that this is happening. More information is available on the school website or by clicking [here](#).

### Bikes and Scooters

Pupils may bring bikes and scooters onto school grounds as long as they:

- have identified a safe route to school with their parents/carers.
- do not ride their bike/scooter in the school grounds
- store their bike/scooter in the bike shed.
- Wear a helmet when cycling.

### Child Wellbeing

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. Anybody concerned about a child can bring their concern to Mrs Jess or any other staff member. Likewise, if we are worried about your child, we will come to you to discuss the concerns. Concerns may be about learning or health and wellbeing. We always discuss issues with parents and seek consent before going to another agency. The only exception to this is if a child is at risk of immediate harm without the intervention of another agency. More information is available on the school website or by clicking [here](#).

### Cloakrooms

All P1-7 children keep their belongings in the cloakrooms. They are a very tight space so it is not possible to invite parents to come into the cloakroom in the morning but please be reassured that children are looked after and supervised by staff in these areas as appropriate to their age and stage.

### Communication

If you would like to speak to Mrs Jess, Mr Rose or your child's teacher, please phone the school office in the first instance. Please understand that teachers are not available to speak to parents just before or at 9am as they are getting ready for the day and then bringing their class in. We regularly share information by text and email - please make sure your contact details are up to date. More information is available on the school website or by clicking [here](#).

### **Drop Off/Pick Up**

The school carpark is for staff use only - we don't have space to accommodate parents using it for drop off and pick up nor is it safe to do so as there are moving vehicles throughout the day. Please have your child walk or cycle to school whenever possible and if you have to use the car, park at a safe distance and walk the rest of the way. When parking around the school, please respect all signage and do not park on double yellow lines, the zigzags or in a place that blocks a driveway or causes you to mount a kerb. Please remember that if you park near the gates you will block the view of pupils crossing the road outside school - please help to keep everyone safe by parking at a distance. Children and parents should not take a shortcut by walking or cycling through the carpark. There are moving vehicles throughout the day and the safe route is to use the footpaths and pedestrian gates.

All parents should note that their child is in their care until the teacher brings the class in at 9am. We strongly recommend younger children (P1-2) have an adult wait with them until the door is opened and that they are collected at the end of the day from the door. It is a parents' decision when their child is old enough to walk to school on their own and you should plan a safe route with your child and make sure that they know where to go and line up before you begin to allow them to do this. Regardless of the age of your child you are welcome to come into school grounds to wait with them or to collect them at the door. Your child returns to your care when we release them at 3.05pm and we ask that you are either there on time to collect your child or have made sure they know who they are going with.

If your child travels by school transport, you should be aware that school staff are not available to meet the taxis/mini buses when they arrive. Drop off should be at 9am so the children can go straight to the line and go in but sometimes the drivers arrive early. If your child travels by school transport you should make sure they know where to go when they get out of the taxi to line up and meet their teacher and make sure they know your expectations for behaviour. If you have any concerns about this or need any help, you can contact me at [lucy.jess@fife.gov.uk](mailto:lucy.jess@fife.gov.uk). At the end of the day, the children getting school transport congregate a little before the bell and we check they get safely into the transport to leave by 3.10pm at the latest. You should expect your child to arrive home from 3.10 onwards and an adult should be ready at home to receive them.

If your child attends breakfast club run by Out of School Club, they will be released from breakfast club to go and join the lines at 9am. If they attend Out of School Club after school, the staff will meet them at the front door of the school where the P1-3 children exit. Any questions about transition from Out of School Club into or out of school, please speak to the club staff about it.

### **Food in School**

Please send your child with a snack for playtime - we recommend fruit, cheese, plain biscuits or similar. Sweets do not make a good playtime snack as they give a quick sugar rush and don't fill your child up until lunchtime. To support other pupils with allergies, please avoid sending snacks or lunchbox items which contain nuts.

We sometimes have food in school for treats or curricular reasons and we gather permissions around this at the start of the school year. It is really important that you tell us if your child has any allergies or food they shouldn't eat for other reasons.

### **Illness**

Please do not send your child to school if you know that they are unwell. It only increases the risk of infection and/or the spreading of germs. Any bouts of vomiting/diarrhoea require an absence from school of 48 hours from the last episode of stomach upset. If your child has a high temperature, they should also stay off until they are better. If they have an explained rash, you should seek advice from your GP or pharmacist before returning them to school. More information is available on the school website or by clicking [here](#).

### **Independence**

We encourage all pupils to be independent and we therefore ask that you say goodbye to your child outside in the morning and do not accompany them into the cloakroom.

### **Labelling/Lost Property**

We do try to encourage pupils to be tidy and to look after their possessions. We ask that all belongings have name labels. We do our best to reunite lost property with its owner but anything un-named and unclaimed will be disposed of or recycled.

### **Lateness**

All pupils should come into school through their allocated door when the bell rings at 9am unless a prior arrangement has been made. Pupils arriving at 9.10 or later will have their attendance recorded as late. Arriving after 9am is disruptive to the class' routine and we ask that, wherever possible, you arrange your morning to get your child here to join the line at 9am. This being said, if something happens in the morning you disrupt your usual routine we would prefer your child still comes and arrives happy to come in even if it means they are a little late. Hopefully these days will be the exception not the rule!

### **Milk and Free Entitlement**

Milk should be ordered and paid for at the end of one term for the start of the next term. This is done through the online system. Please only order and pay for milk if your child likes it and will want to drink it. Please make sure you order by the due date or you will miss the opportunity for your child to have milk the following term. If you are on a low income and register for Free School Meals, your child will also receive free milk and you will get a clothing grant for them. All P1-5 children receive a free lunch but you will only get free milk and a clothing grant if entitled and I encourage all parents on a low income to check if they can apply: [click here](#).

### **Mobile Phones**

In August 2024, we introduced a new mobile phone policy written from the results of a parental survey. We do not generally allow pupils to bring mobile phones into school. However, we understand that there are occasions when older children need them before or after school e.g. because they are going straight to a club not associated with school. We do therefore, allow P5-7 children to bring a phone if needed, as long as their parents complete a form so that we know their child has their phone with them. Parents will agree to make sure their

child knows their phone should be switched off and in their bag at all times on school property. We can't take responsibility for phones that may get broken or go missing. Please be reassured that if your child needs to speak to you, we will let them use a school phone. More information is available on the school website or by clicking [here](#).

### **Online Ordering System**

We use an online system for ordering and paying for school lunches and milk. The system is called iPayImpact. All P1-7 parents should sign up for this system when their child starts school - the office will give you instructions for how to do this. For those starting P1, you will get information about how to order for the first few days before you are set up on the system and this information will come in due course. Don't worry - your child will still get milk or lunch if you are not set up straight away.

### **Playground Equipment**

All equipment in Fife Council playgrounds is monitored through regular Health and Safety checks. If you prefer your child not to use a specific piece of equipment, please write to Mrs Jess who will ensure playground staff know and please make sure your child understands they are not to go on the equipment.

### **School Holidays**

School Holiday Date can be found online [here](#).

All children attend full days throughout the year, this includes the start of P1 and the last days of term.

### **School Hours**

Morning 9.00am - 12.35pm

Interval 10.40am - 10.55am

Lunch 12.35pm - 1.25pm

Afternoon Session 1.25pm - 3.05pm

### **School Meals**

Please pay for all lunches using the online system. Children in P1-5 receive a free lunch but their parents should still register on the online system so that you can choose meals together at home. Please choose your child's lunch with them at home - it means you know what they are eating and it saves time in class in the morning.

### **School Office**

Please use phone or email to contact the office whenever possible. If you need to come to school in person, please come to the front door and ring the bell - a member of staff will help you. Please do not enter the building via any other door or without going to the school office first. If you get the answer machine when you call, please leave a message - it will be picked up. If the phone rings out, please hold the line until someone answers or the answer phone kicks in. You will get through so don't hang up!

## **School Transport**

Primary aged pupils who live more than one mile from the school, yet fall within the catchment area, are entitled to free transport. This is provided by Fife Council Transportation. If you think this applies to you, you should contact the school office. Please note that Google Maps is not an accurate measure of the distance your house is from the school as Fife Council measure from your house to the nearest gate.

## **Sunscreen**

Please note that school staff can't apply sunscreen to your child. Between March and October, we advise you send them to school with sunscreen applied. Children are allowed to bring their own sunscreen to keep in their bag and self-apply but must not share their cream with others.

## **Water Bottles**

We encourage children to bring a bottle of fresh water to school each day and take it home every evening for cleaning. Juice can be drunk at lunchtime but at no other time through the school day - this includes 'no added sugar' and flavoured water and is in line with dental advice. We ask that the bottle comes to school full - if your child drinks it all they can top up through the day.

## **Uniform/Equipment**

All P1-7 children should wear the following to school:

- Grey skirt or trousers or pinafore dress
- White blouse/shirt/polo shirt
- Red or Navy school sweatshirt/cardigan - with or without the school logo
- Gingham summer dresses or grey shorts may be worn in the warmer months

Items with the school logo are available from BE Schoolwear, 1-3 Meadowside, Dundee DD1 1LW (Tel: 01382 200926) BE Uniforms Dundee ([click here for website](#))

All P1-7 children should bring the following to school:

- Water bottle
- PE kit (shorts/joggers, t-shirt and gym shoes or clean trainers)
- A waterproof coat with a hood
- A school bag big enough to fit an A4 folder

Some children like to bring a pencil case but there is no requirement to do so - all stationery is provided and there may be times when teachers prefer the children to keep their own resources in their bag so that everyone is using the same equipment.

## **Footwear:**

P1-7 children need to wear supportive school shoes through the day to help their growing feet! We like them to wear clean shoes inside and they also need shoes for indoor PE and shoes for outdoor PE. We like the shoes they wear in class to be black but it doesn't matter what colour



their playground/gym shoes are. We are aware that shoes are expensive and that different families will achieve this in different ways. We make a few suggestions:

1. Send your child to school in old trainers which they can wear for playtime and outdoor PE. Send black school shoes in their bag for them to change into to wear in their classroom and also send a pair of trainers or gym shoes for indoor PE.
2. Send your child to school in black school shoes. They can wear these for playtime. Send them with a pair of black trainers to wear in the classroom and for indoor PE (please make sure they will support the foot as they are wearing them all day). They will also need a pair of trainers for outdoor PE - these can be an old pair of any colour.
3. Send your child to school in old trainers which they can wear for playtime and outdoor PE. Send them with black trainers in their bag for them to wear in the classroom and for indoor PE.

All shoes for school should be supportive, of a correct fit and not be slip ons or have a high heels. They should do up firmly with laces, buckle or Velcro and so not be able to come off when the child is running or playing.

Please make sure you child knows which shoes they should wear when.

Jeans, hoodies and fleeces are not suitable for wearing in classrooms. Vest and cropped tops are not suitable for wearing to school including for PE or on no uniform days. Team strips are also not suitable for wearing to school or for PE or on no uniform days. In the summer term of P7, the children will get their leavers hoodies which they can wear in class but with this exception, all children should wear a jumper, sweatshirt or cardigan in school colours (red or navy) Research that suggests that wearing school uniform promotes a sense of team work, inclusion and ownership and I am grateful to all parents who support our uniform guidelines.