



Education Service



EDUCATION SERVICE

Park Road Primary School 2012-13

Information for Parents/Carers







The Big 8 - Making the Difference

In order to deliver its vision of making Fife a great place to live, work and visit for everyone, Fife Council is focusing on its Big 08 priorities.

These are:



Improving educational attainment and achievement for all



Making Fife the leading green Council in Scotland



Improving local conditions for economic development



Increasing access to housing



Improving community safety



Targeting support to vulnerable people



Improving sport, leisure and cultural opportunities



Making Fife a top performing council





Excellence for All

By continuing to improve pupil attainment, achievement and inclusion, the Education Service plays a key role in taking forward the wider aims of the council.

Aims

- Attainment
- Achievement
- Inclusion
- Improving the environment for all

Values

- Compassion
- Integrity
- Fairness

Outcomes

- Successful learners
- Responsible citizens
- Confident individuals
- Effective contributors



EDUCATION SERVICE

www.fifedirect.org.uk/schools





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

Park Road is a Health Promoting Eco School.

We put emphasis on creating a nurturing environment, where pupils and their families are at the centre of all we do.

Our mission is to recognise every child as an individual and will inspire, support and encourage each one to become confident, responsible and successful contributing effectively to home school and community.

Partnership and participation is a key factor in ensuring that we meet the needs of all our pupils and parents. We consult with pupils through the Pupil Council and various representative groups and liaise with parents, through regular newsletters, open meetings, the PTA and the Parent Council. Many parents are also involved in our regular school activities e.g. Eco Committee, Playground Group, Woodland Group, Tuck Shop.

The following pages within this booklet will give you general information about the school. If you have not made up your mind to send your child or if you would like to see round the school, you should either telephone, email or write to the school to make arrangements for a visit.

Yours sincerely

Mrs E A Seath
Headteacher





BUILDING

ACCESSIBILITY

You, your child and your family are welcome in Park Road Primary. Every possible measure will be taken to ensure you can access and exit school in a dignified manner. Currently there is a ramped access to the right of the main entrance but no bell.

Arrangements to use this access can be made with Mrs Clark or Mrs Alexander in the school office, by phone or through the main door entry system.

Any other requirements or arrangements, either temporarily or permanently, can be made with me.





GENERAL INFORMATION

Address: Park Road Primary School, Park Road, Rosyth, Fife. KY11 2NH

Telephone No: 01383 602426

e-mail: parkroadps.enquiries@fife.gov.uk

Headteacher: parkroadps.headteacher@fife.gov.uk

School Roll: Primary – 238 Nursery – 70

Classes: 12

Headteacher: Mrs E A Seath

Business Manager: Alison McDonald

Depute: Miss Marie Mackay

Teachers: 14

Administrative Assistant: 1

Teaching Auxiliaries (Office): 1

Auxiliary Staff: 6

Classroom Assistants: 1

Nursery Teacher: 1 (0.5)

Early Years Officers (Nursery): 5





SCHOOL HOURS

Morning Session:	9.00 - 12.35
Interval:	10.40 - 10.55
Lunchbreak:	12.35 - 1.20
Afternoon Session:	1.20 - 2.55 Infants 1.20 - 3.00 P3-P7
Nursery:	9.00 - 11.30 Morning 12.45 - 3.15 Afternoon

SCHOOL UNIFORM

School uniform consists of dark skirt or trousers, white shirt or poloshirt and a green or black sweatshirt or cardigan. School dresses in the appropriate colour are acceptable. Uniform with an embroidered logo can be bought through the school (September and April).

Clothes with sports logos and football strips are not acceptable. For PE, shorts and a T-shirt are required (no shoe-string straps). PE kit should be brought into school in a gym bag or similar alternative and left for the duration of the term.

Jewellery must not be worn in PE lessons.

Facial piercings are not appropriate in school.

SCHOOL CLOTHING GRANT

A grant of up to £55 per year is available to each pupil attending full-time education in Fife towards the cost of school clothing provided that the parent is entitled to Child Benefit and receives one of the following:

- Income Support
- Job Seeker's Allowance (Income Based)
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (but not Working Tax Credit) with an annual income below £15,860
- Child Tax Credit and Working Tax Credit with an annual income below £6,420
- Employment and Support Allowance (Income Related)
- Working Tax Credit (total income is below £15,860)
- Long Term Incapacity Benefit (over 28 weeks)
- Widows Allowance (and not in full time employment)

Payment is made directly into a bank account by Bank Giro Credit. **Fife Council Local Offices issue application forms on request and process claims. Please contact your nearest Local Office for an application form.**







ENROLMENT

Children who reach the age of 5 on or before 13 August 2012, must normally start school in August 2012. Children who reach the age of 5 after 13 August 2012, but before 28 February 2013, may also start school in August 2012, though parents are not obliged to send their child 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, 20 January 2012.

Headteachers must provide information to parents on how to make a placing request for the school of their choice. Placing requests should be made as soon as possible, and not later than Thursday 15 March 2012.

Applying for a Nursery Place for Your Child

Every child is entitled to a free part-time pre-place from the term following their third birthday.

There are 3 terms in the school year. These are:

- **Term 1, August – December.** To secure a funded place for this term a child must be 3 on or before 31st August
- **Term 2, January – March.** To secure a funded place for this term a child must be 3 on or before 31st December
- **Term 3, April – June.** To secure a funded place for this term a child must be 3 on or before the last day of February.

Children who reach the age of 3 on or before **28 February 2013** must apply for a place in a Fife Council nursery before the **31st January 2012**. Nursery places are allocated in accordance with Fife Council's Early Years Admissions Policy. Information and application forms are available from all Fife nursery establishments and at www.fifedirect.org.uk from December 2011. Applications should be made for children due to commence nursery at any point in the following academic year and be submitted to the nursery of their first choice. This means that even though the child may not be entitled to start nursery until next January or April they must apply for a place now. All places are allocated by the Admissions Panel held in March 2012 and places will be offered by letter by **30 April 2012**.



**SCHOOL YEAR 2012-2013**

Term/Holiday	Start Date	End Date
Autumn Term	Monday 13 August 2012 (teachers) Tuesday 14 August 2012 (pupils)	Friday 5 October 2012 (40 teacher; 39 pupil days)
Autumn Holiday	Monday 8 October 2012	Friday 19 October 2012
Winter Term	Monday 22 October 2012	Friday 21 December 2012 (45 teacher; 44 pupil days)
Christmas Holiday	Monday 24 December 2012	Friday 4 January 2013 (teachers) Monday 7 January 2013 (pupils)
Spring Term	Monday 7 January 2013 (teachers) Tuesday 8 January 2013 (pupils)	Thursday 28 March 2013 (57 teacher; 55 pupil days)
Spring Holiday	Friday 29 March 2013 (Good Friday)	Friday 12 April 2013
Summer Term	Monday 15 April 2013	Friday 28 June 2013 (53 teacher; 52 pupil days)
Summer Holiday	Monday 1 July 2013	Monday 12 August 2013 (teachers) Tuesday 13 August 2013 (pupils)

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

In Service Days - All Schools	Additional Holidays - All Schools
<ul style="list-style-type: none"> • Monday 13 August 2012 • Friday 16 November 2012 • Monday 7 January 2013 • Wednesday 13 February 2013 • Tuesday 4 June 2013 	<ul style="list-style-type: none"> • Thursday 14 February 2013 • Friday 15 February 2013 • Monday 6 May 2013 (May Day) • Monday 3 June 2013 (Victoria Day)





SCHOOL MEALS AND MILK

School meals are provided in all primary schools and now meet the Scottish Nutrient Standards as laid down by Hungry for Success. School meals now include more fruits and vegetables and all ingredients used are low in salt and fat.

What is a school meal?

Home Made Soup...

Or

One of our Daily Desserts

Plus

The Hot Main Courses...

Or

A Baked Potato with Filling...

Or

A Filled Baguette and Self Served Salad...

Plus

A Glass of Fruit Juice And Unlimited Bread and Salad

Menus are changed twice a year and are issued to all pupils.

The current cost of a school meal is £1.70 (from 1st April 2011).

Collected daily

SPECIFIC DIETARY REQUIREMENTS

Fife Council is committed to providing a school meal service to all pupils who require them. Within this, they recognise the need to provide a specialised dietary service for certain children. Fife Council Catering and Cleaning Service therefore are committed to accommodate all special dietary requirements, although it is recognised that this must be a joint process between the child, parent/guardian, and the school. For therapeutic diets, the doctors and dieticians are included in this process.

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 should be noted that individual requests for certain items not based on the reasons above will not under usual circumstances be catered for.

If the child is known to have an allergy to nuts/nut products then the 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 17p per carton (from 1st April 2011).

Collected termly

FREE FRUIT IN SCHOOLS

The Free Fruit in Schools initiative targets the youngest children, where eating fruit and vegetables is most likely to be habit forming and where the health gain might be the greatest in the long term.

All nursery, primary 1 and 2 pupils receive free fruit three times a week

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

Scotland is currently pursuing its biggest education reform programme for a generation under the Scottish Executive's Ambitious, Excellent Schools agenda.

A Curriculum for Excellence is central to this reform agenda. It aims to provide:

- More freedom for teachers
- Greater choice and opportunity for pupils
- A single coherent curriculum for all young people aged 3-18.

A Curriculum for Excellence challenges us to think differently about the curriculum. It encourages those working in education to plan and act in new ways. It also poses challenges for learning and teaching.

More information is available from the curriculum for excellence national website at <http://www.acurriculumforexcellencescotland.gov.uk>.

PLANNING AND REVIEWS FOR PUPILS

Schools in Fife are developing the use of Personal Learning Planning (PLP) which is a process involving the class teacher, pupil and parents. Some pupils who require additional support and the involvement of a wider group of staff and professionals will have their own Integrated Support Plan (ISP). A few pupils with significant additional support needs will have a Co-ordinated Support Plan (CSP). All of these plans will be reviewed at least annually and often more regularly.

INSTRUMENTAL INSTRUCTION

Children who show musical promise may qualify for instrumental instruction. The types of instrument offered by Fife Education Service are violin, viola, cello, double bass, clarsach, woodwind, brass, piano/keyboard, double bass, guitar or bagpipes. The type of instrument available differs from school to school and generally only one type will be available 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

As a parent you are legally obliged to send your child to school on a regular basis. To prevent any misunderstanding, I should be grateful if you would contact the school immediately in any case of absence from school. It would be appreciated if you would send an explanatory note with your child when he/she returns to school. Otherwise it will be recorded as an unauthorised absence.

In cases 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 suffer from 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 the strictest confidence to allow the school to ensure the wellbeing of your child. Where necessary a 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 so that medical treatment is required, the following action will be taken:

- I shall try to contact you by telephone, if this is possible, or I shall arrange for a message to be sent to you.
- I shall telephone the health service, if necessary, and arrange to have your child taken to get help accompanied, wherever possible, by you or someone else nominated by you.

From time to time children are examined in school by doctors from the School Health Service. These are routine examinations carried out for all children and you will be notified in good time so that you may be present if possible.

Nursery Absence

For reasons of Care and Welfare we ask that you contact us as early as possible on the first day of absence. If we do not hear from you then we are obliged to begin formal absence and attendance procedures. A copy of these procedures are available in school.





CHILD PROTECTION

Our school, like all schools in Fife, is concerned with all aspects of a child's health and well being. 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 any type of harm. The Education Service Care and Welfare guideline explains procedures in relation to Child Protection and these can be made available to parents on request. Our school has a child protection co-ordinator who will deal with all child protection issues and with whom any concerns can be discussed.

TRANSPORT

If you live more than one mile from your catchment area primary school, or two miles from your catchment area secondary school, measured by the shortest reasonable walking route for an accompanied child, then the Council will meet the cost of transporting your child to school. However, if you choose a school other than your catchment area school, the Council will not give any assistance with the cost of transport.

LEARNING SUPPORT SERVICE

Learning Support specialists visit all schools in Fife. Their work focuses on supporting class teachers to meet the needs of all pupils through appropriate learning strategies. Their role includes co-operative teaching, consultation, curriculum development, short term specialist support, direct tuition and staff development.

BILINGUAL SUPPORT SERVICE

This team of visiting specialist teachers and assistants work with schools to support and raise the attainment of children and young people who are new to English or speak English as an additional language.

PSYCHOLOGICAL SERVICE

Consultation and advice are provided by the school's link educational psychologist about learning/teaching and behaviour, additional support needs, assessment and intervention, research, legislative requirements, and educational provision. The link psychologist is in regular contact with the school and provides support and advice to school staff, pupils, parents and carers.

EQUAL OPPORTUNITIES

Fife Council's schools are covered by Fife's policy on Equal Opportunities for all pupils. All schools take problems of bullying and racism very seriously, and have procedures laid down for dealing with them and supporting pupils and parents.





TRAVELLER EDUCATION

This team of visiting specialist teachers works with schools and families to support the education of Gypsy and Traveller children and young people.

THE SCHOOL TO WHICH YOUR CHILD WILL TRANSFER

On completion of your child's primary education the normal arrangement is for children to transfer to your catchment secondary school. You will of course be aware that you can make a parental placing request to attend a secondary school, other than the catchment school. Further information on how to make a placing request 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.





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.

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.





SHARING INFORMATION WITH THE SCOTTISH GOVERNMENT

Education authorities and the Scottish Government Education Department (SGED) manage and transfer data about pupils electronically through the ScotXed programme.

The data collected and transferred covers areas such as date of birth, postcode, registration for free-school meals, whether a pupil is looked after by his/her local authority, additional support needs including disability, attendance, absence and exclusions from school. Pupil names and addresses are collected by their school and education authority but they are not passed to SGED. The postcode is the only part of your address that is transferred. Data is held securely and no information on individual pupils can or would be published by SGED.

Providing national identity and ethnic background data is entirely voluntary. You can choose the 'not disclosed' option if you do not want to provide this data. However, we hope that the explanations contained in this message and on the website will help you understand the importance of providing this data.

DATA PROTECTION RIGHTS

The collection, transfer, processing and sharing of both ScotXed and Careers Scotland data is done in accordance with the Data Protection Act (1998). It also complies with the National Statistics Code of Practice requirements and other legislation related to safeguarding the confidentiality of data. The Data Protection Act gives you the right to know how your data will be used. Full details of the uses of pupil data can be found on the ScotXed website(www.scotxed.net).

SGED works with a range of partners including HM Inspectorate of Education and the Scottish Qualifications Authority. They may make individual data available to partners and academic institutions to carry out research and statistical analysis. They will provide partners with information they need in order to fulfil their official responsibilities. Sharing of data will be done under the strict control and prior agreement of the Data Access Panel in SGED, which will ensure that no individual level data will be made public as a result of the data sharing and this data will not be used to take action in respect of an individual.

ACCESS TO RECORDS

In most circumstances, pupils and their parents and / or appointed guardians have the right to see all the information held by Fife Council about the pupil. Parents, guardians and other carers have the right to see personal data about themselves 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

COMPLAINTS PROCEDURE

Should you have a complaint, including one that relates to the Additional Support for Learning (Scotland) Act 2004, concerning the school or your child's education you should contact the school office in the first instance and, if necessary, arrange to discuss the matter with the Head Teacher.

If the matter cannot be resolved at this stage then you will be advised to write to the Executive Director Education.

Fife Council Education Service has produced a leaflet Compliments, Concerns & Complaints which explains the procedure for providing feedback; it can be obtained from the school office, public libraries or Fife Council Local Services Centres.





Severe Weather Conditions

In the event of early closure due to severe weather conditions parents are advised to arrange for children to be received at home or by a neighbour, etc.

1. Go to www.fifedirect.org.uk and sign up for e-mail or text alerts
2. Follow us on Facebook and Twitter
3. Listen to local media including Kingdom, Forth and Tay FM
4. Use mobile phone updates m.fifedirect.org.uk
5. Watch DigiTV (Red Button On Sky and Virgin Media under Interactive Services, Local Services)
6. Check out the Closure Line - 08451 55 11 99 and for emergency help speak to an advisor on **08451 55 00 99**

Parents can receive text or email alerts sent direct regarding school and other council facility closures. Please note if your child has moved from a primary school to a high school in August you should amend the school details on Fife Direct to ensure you receive the correct school information.

1. Log on to www.fifedirect.org.uk/closures.
2. Click on Closure Alerts.
3. Click on School Closure Alerts and follow the instructions to either sign in or register

Please use these options before trying to call your school:

Using Fife Council Closure Line:

- a. Call 08451 55 11 99.
- b. Choose Option 2 for Schools Information.
- c. Choose:
 - 1 - for Kirkcaldy Schools
 - 2 - for East and Levenmouth Schools;
 - 3 - for Cowdenbeath, Glenrothes and Lochgelly Schools or
 - 4 - for Dunfermline , Inverkeithing and West Schools.
- d. Then choose:
 - 1 - for Primary
 - 2 - for Secondary
 - 3 - for Other Establishments
- e. Schools will be listed in alphabetical order so listen carefully for your school.





Statistical Information for Parents/Carers

Attendance and Absence 2010-11

	Stage	School	Fife	National
Total number of possible attendances (pupil half-days)	P1	15,876	1,452,786	18,951,308
	P2	11,678	1,459,785	19,116,971
	P3	10,054	1,418,164	18,672,816
	P4	12,342	1,348,153	18,136,151
	P5	13,116	1,404,155	18,404,407
	P6	14,110	1,377,496	18,748,517
	P7	11,336	1,396,363	19,075,039
	P1-P7 Total	88,512	9,856,902	131,105,209
Percentage authorised absences	P1	5.6	4.4	4.2
	P2	4.2	4.0	4.1
	P3	4.6	3.6	3.9
	P4	3.3	3.5	3.8
	P5	3.8	3.4	3.8
	P6	4.8	3.7	3.9
	P7	4.3	3.6	3.9
	P1-P7	4.4	3.7	4.0
Percentage unauthorised absences	P1	1.9	1.8	1.2
	P2	2.2	1.7	1.2
	P3	2.6	1.7	1.3
	P4	1.9	1.6	1.3
	P5	1.3	1.6	1.2
	P6	1.7	1.6	1.3
	P7	2.8	1.6	1.2
	P1-P7	2.0	1.7	1.2

Minimising Overall Absence

	Year	School	Fife	National
Average number of half days absence per pupil	2009-10	25.4	19.7	19.4
	2010-11	25.4	20.6	19.8

Budgeting School Running Costs For Financial Year 2011-12

	School	Fife	National	
School roll	Sept 2010	237	26,444	364,284
Total running costs	April 2011 (£)	924,293	102,475,871	1,490,002,771
Cost per pupil	(£)	3,900	3,875	4,090





5-14 Attainment Levels and Targets

Percentage of P3, P4, P6 and P7 roll attaining or exceeding 5-14 levels for their stage

	Subject	School	Fife
Previous level June 2010	Reading	82.4	85.8
	Writing	66.2	80.0
	Mathematics	81.0	86.4
Previous level June 2011	Reading	75.0	84.9
	Writing	66.1	80.4
	Mathematics	80.6	86.0

Caution should be exercised in interpreting statistical data.

In publishing this information about individual schools' performance, the Education Service of Fife Council would stress the following points:

- Parents should consider all the parts of the life of the school in thinking about this information. Fife schools review all areas of their work to try to achieve all that they can for their pupils.
- The data relating to costs are significantly affected by school size, e.g. for a small school an increase of one in the number of teachers produces a much greater effect on the cost per pupil than the same increase in a larger school.
- The 5-14 levels are very broad descriptions of the sort of work we expect pupils to do at different stages in their education. 5-14 curricular assessments are not standardised and were never intended to provide a basis for comparing schools. Because of the breadth of the levels there is widespread doubt about the comparability of such data between schools.





If you wish information about this document in one of the languages below, please phone as indicated. **Language Line** will then notify Fife Council and we will arrange an interpreter for you.

For other languages phone:

Fife Community Interpreting Service: 01592 261 900.

ARABIC

إذا كنت ترغب بالحصول على معلومات عن هذه المنشورة باللغة العربية فالرجاء الإتصال على خط اللغة العربية التالي: 08451555577

CHINESE

如果你想取得這刊物資料的中文譯本，請與我們聯絡，中文熱線電話 08451 55 55 88。

POLISH

Jeżeli chcielibyście Państwo uzyskać informacje na temat tej publikacji w języku polskim, prosimy zadzwonić na Polską Infolinię pod numer telefonu 08451 55 55 44

URDU

اگر آپ اس اشاعت کے بارے میں معلومات اردو اور پنجابی میں حاصل کرنا چاہتے ہیں تو، برائے مہربانی ہم سے اردو پنجابی کی اینکوائز لائن پر رابطہ کریں 08451 55 55 66



celebrate equality &
respect diversity

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 08451 55 55 00. Calls cost between 3p to 7p per minute from a UK landline, mobile rates may vary.