



## EDUCATION AND CHILDREN'S SERVICES

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

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 McLean Primary School. This booklet contains information from Fife Council which is relevant to all schools, as well as information particular to McLean. We hope that this information will be helpful and will answer many of your questions.

You may like to have a look at our school website which contains further information e.g. school newsletters, developments and class pages.

Here are our Vision and Values:

We will maintain a sense of pride in McLean Primary School, to ensure a culture of continuous improvement which involves children, parents, staff and the wider school community.

### **Everyone is involved in shaping the school vision and aims.**

Children will experience the highest quality learning and teaching which will maximise their potential and ensure every child experiences success and achievement.

All children will be supported and challenged, enabling them to develop skills for learning, life and work across all aspects of the curriculum and at all levels. They will develop the four capacities of *A Curriculum for Excellence*; to become confident individuals, effective contributors, successful learners and responsible citizens. In doing so children will learn about and develop the shared values of our school:

### **'Respect, Responsibility, Honesty, Fairness & Commitment'**

**Yours sincerely**

Carol Newton  
Headteacher

## SCHOOL ETHOS

In November 2012, in consultation with pupils, parents and staff, our school aims were updated and agreed. We now have eight school aims which will support us in achieving our school vision. All of our school aims are focussed on providing every child with the highest quality learning experiences in order to maximise their potential and ensure every child experiences success and achievement.

Two aims in particular focus on developing positive relationships within a supportive learning environment to ensure **happy** children at McLean Primary School.

*To promote positive relationships within an inclusive school community characterised by mutual respect, fairness, honesty and responsibility.*

*To work in partnership with other agencies to provide the whole school community with positive experiences that promote and protect their physical, social, mental and emotional health and well-being.*

Our positive behaviour and anti-bullying programme is designed to help achieve these aims.

### **McLeanPrimary SchoolValues & Aims Charter**

Lifelong success depends on learning to make sensible choices and to take responsibility for our own actions. We want our school to be safe and stimulating, a place where children are happy and success is celebrated. To help us to achieve our agreed school aims we have created a School Values & Aims Charter.

Children and adults have a number of '**rights**' and we have identified those most closely related to time spent at school. With these come '**responsibilities**' to ensure that everyone can enjoy their rights. When deciding upon our responsibilities we embedded our shared school valuesof:

**Respect**

**Responsibility**

**Honesty**

**Fairness**

**Commitment**

## **BUILDING**

McLean moved from its original premises to the current building in 1896. The 'new' school was opened by Mr Andrew Carnegie.

Since that date, the building has had a range of modifications and adaptations made to it. However, much of the south elevation of the building and the entrances and railings are listed.

We have additional hatted accommodation and a purpose built nursery behind the main building.

There are access points for wheelchair users and other disabled users at the west elevation of the main building and in the hatted accommodation and nursery building. The main building and nursery building have disabled toilet access.

The school has 13 classrooms, a music room, computer suite, library and a hall, which is used for lunches as well as meetings and curricular requirements. There is further office and meeting room accommodation in the main building.

The car park at the east entrance to the school is for the use of school and other education staff. Because of the shortage of space, parents are required to park in the surrounding streets and access the school by foot.

Children, parents and visitors should use our main (west) entrance. Vehicles do not use this gate therefore it is much safer for pedestrians.

Please report to reception on your arrival and our office staff will be happy to help you.

## CONTACT DETAILS

**Headteacher:** Carol Newton

**Address:** Mclean Primary School, Baldridgeburn, Dunfermline, Fife, KY12 9EE,

**Telephone No:** 01383 602423

**Website:** <http://www.fifedirect.org.uk/mcleanps>

**Email:** [mcleanps.parentcommunications@fife.gov.uk](mailto:mcleanps.parentcommunications@fife.gov.uk)

**School Roll (P1-7):** 353

**Nursery Roll:** maximum 100

### Other Information

If a parent has a concern about their child they should contact the school as soon as possible so that these concerns can be dealt with quickly. Parents can approach class teachers directly or contact the school office to arrange an appointment with Miss Walker (DHT - Acting), Mr Batchelor (DHT) or Mrs Newton (HT).

Should you wish to enrol your child at McLean Primary School, please contact the school office to arrange an enrolment meeting with a member of the management team.

## 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 Carol Newton.

## SCHOOL HOURS

The hours at McLean Primary School are as follows;

09:00 ~ 10:40 morning session 1 (2 periods x 50 mins)

10:40 ~ 11:00 morning break

11:00 ~ 12:40 morning session 2 (2 periods x 50 mins)

12:40 ~ 13:25 lunch break

13:25 ~ 15:05 afternoon session 1 (2 periods x 50 mins)

To ease transition from nursery, P1 children begin with a half day of school for the first two weeks. P7 children have two days of school at Queen Anne HS as part of the transition from primary to secondary school. This normally happens in June.

The hours of McLean Nursery are as follows;

08.30 ~ 11:40 morning session

12:40 ~ 15:50 afternoon session

Each child is allocated a morning or afternoon place for 5 sessions. Parents can choose to access all or part of their 5 sessions.

## SCHOOL UNIFORM

At McLean, we encourage all children to wear school uniform. A uniform orders is taken once a year in April/May. Parents are encouraged to use the on-line service which allows uniform to be ordered when required, the web address is as follows; [www.schoolwearmadeeasy.com](http://www.schoolwearmadeeasy.com)

The uniform is as follows; for boys and girls, royal blue (badged) sweatshirt, white (badged) polo shirt. For boys ~ dark trousers; grey or black. For girls ~ dark skirt; grey or black. Trousers are acceptable for girls.

## 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](http://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](http://www.fifedirect.org.uk). School catchment areas can be accessed online at [www.fifedirect.org.uk/catchmentchecker](http://www.fifedirect.org.uk/catchmentchecker)

## APPLYING FOR A NURSERY PLACE FOR YOUR CHILD

From August 2020 the number of funded hours of early learning and child care for all three and four year olds as well as eligible two year olds will almost double to 1140 hours a year. This will provide families with greater choice and flexibility over how their child care needs are met. In order to ensure every three and four year old child has a nursery place, every child attending nursery between August 2020 and July 2021 needs to submit an application to their preferred preschool setting/s between 6th and 31st January 2020.

### Three and four year old intakes

#### What are my options for early learning and childcare?

Fife Council are providing the following three options in your local area.

1. Term time (38 weeks a year) – 5 days a week, Monday to Friday from 9:00am to 3:00pm.
2. Full Year (46 weeks a year) – 2 ½ days a week, Monday/Tuesday full days from 8:00am to 6:00pm, and Wednesday morning ½ day from 8:00am to 12:48pm or Wednesday afternoon ½ day from 1:12pm to 6:00pm, and Thursday/Friday full days from 8:00am to 6:00pm.
3. Full Year - (49 weeks a year) – ½ day sessions - Monday to Friday morning sessions from 8:00am to 12:40pm or Monday to Friday afternoon sessions from 1:20pm to 6:00pm.

You may also access your funded 1140 hours early learning and child care from a private

nursery or play group or childminder in partnership with Fife Council. It will also be possible to share hours between different early learning and child care providers.

Extended and wraparound early learning and childcare will also be available in some nurseries where there is capacity. You will be informed if this is available in your nursery once you have accepted a place for your child. You can then choose to pay for additional hours over and above your entitlement, where this service is available.

You are asked to provide five choices on your application form as some nurseries or session times may be oversubscribed. In the event we are unable to offer you your first choice, we will then look at your other nursery choices to see if we can offer you one of these.

An admissions policy is in place to ensure fairness when allocating places – this can be found at [www.fife.gov.uk](http://www.fife.gov.uk)

Applications for Fife Council nurseries for three and four year olds must be received by the 31st January 2020 in order to be included in the process which allocates places for the following academic year. Late applications received on or after the 1st February 2020 will not be considered until after the full application process has taken place for this age group.

Applications for private nurseries, play group and childminders in partnership with Fife Council should be made directly with individual establishments and services.

Families with children who currently attend nursery and are due to return for their preschool year in August 2020 will be eligible for 1140 hours of funded early learning and child care. Therefore, families who wish for their child to attend a Fife Council nursery will be required to make a new application for their child in January 2020.

### **When should my child start nursery?**

- Nursery intakes take place three times during the academic year. If your child was born between 01/03/2017 and 31/08/2017, they will be eligible to access funded ELC from August 2020.
- If your child was born between 01/09/2017 and 31/12/2017, they will be eligible to access funded ELC from January 2021.
- If your child was born between 01/01/2018 and 28/02/2018, they will be eligible to access funded ELC from April 2021.

Applications for any of the above intakes must be made in January 2020.

### **How to apply**

Application forms are available from all Fife Council nurseries, local council offices or online at [www.fife.gov.uk](http://www.fife.gov.uk). Applications should be returned to your first choice nursery, along with any proof requested. Applications must be received by 31st January 2020 for any child who will be attending a Fife Council nursery between August 2020 and July 2021. You will be notified in April by the school or nursery to advise you of where you have been offered a place.

### **Two Year Old Intakes**

#### **Eligibility Criteria for 2-Year Olds**

Your child can also access 1,140 hours of funded ELC in the term after their 2nd birthday if you meet one or more of the following criteria set by the Scottish Government.

- Income Support
- Job Seeker's Allowance
- State Pension Credit
- Any income related element of Employment and Support Allowance
- Incapacity or Severe Disablement Allowance
- Child Tax Credit (CTC), but not Working Tax Credit (WTC) and income is £16,105 or less
- Child Tax Credit (CTC) AND Working Tax Credit (WTC) and income is £7,320 or less
- Support under Part VI of the Immigration & Asylum Act 1999
- Universal Credit with household take-home pay of £610 a month or less

Funded ELC is also available if your child is 2 and is:

- Looked after by a local council.
- The subject of a kinship care order.
- The subject of a guardianship order.

Nursery intakes for eligible 2 year olds happen three times during the academic year.

- If your child is eligible and was born between 01/03/2018 and 31/08/2019, they will be eligible to access funded ELC from August 2020.
- If your child is eligible and was born between 01/09/2018 and 31/12/2018, they will be eligible to access funded ELC from January 2021.
- If your child is eligible and was born between 01/01/2019 and 28/02/2019, they will be eligible to access funded ELC from April 2021.

Applications for two year old places can be made a maximum of two months before a child's anticipated start date. Application forms are available from all Fife Council nurseries, local council offices or online at [www.fife.gov.uk](http://www.fife.gov.uk).

**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"> <li>• Monday 17 August 2020</li> <li>• Tuesday 18 August 2020</li> <li>• Friday 13 November 2020</li> <li>• Wednesday 17 February 2021</li> <li>• Thursday 06 June 2021</li> </ul>

## **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).

Money is collected 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).

Money is collected termly

## **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.

### Our Curriculum Aims

- To provide every child with a coherent curriculum from Nursery into S1, with smooth and well-paced progression through the experiences and outcomes, particularly across transitions.
- To ensure learning experiences that develop the knowledge and understanding, skills, attributes and capabilities which contribute to the four capacities of the Curriculum for Excellence, developing the highest possible levels of literacy and numeracy skills, as well as an ability to make informed choices about health and well-being.
- To enable every child to develop skills they will use throughout their life and in their work, including the development of enterprise and employability skills, personal skills, high levels of cognitive skills and the opportunity to put learning into a practical and relevant context.
- To provide every child with personal support to enable them to achieve their potential across the curriculum.





## 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.

Aims of Planning, Assessment & Reporting at McLean Primary School:

- To support learning that develops the knowledge and understanding, skills, attributes and capabilities which contribute to the four capacities of the Curriculum for Excellence, maintaining a continuous focus on **Literacy, Numeracy and Health & Wellbeing**.
- To actively involve the children in planning and assessment to ensure they have a well-developed sense of ownership of their learning and help one another.
- To gather good quality evidence of learners' progress through relevant experiences, using a range of approaches that reflect the **breadth, challenge and application** of learning and the wide range of skills being developed.
- To provide assurance and feedback to the children, parents and teachers that children are progressing in their learning and developing in line with expectations as well as to identify next steps in learning.
- To provide information used as a basis for monitoring and evaluating attainment and achievement across the whole school, in order to support school improvement planning.

### 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.

Achievement profiles will be shared with parents at the beginning and end of each term. This enables them to read and discuss with their child their progress during the previous term, as outlined in either written **termly reviews** (Term 1) or **parent consultation meetings** (Term 2 & 3), and also gives them the opportunity to discuss with their child their targets for the new term. A detailed **End of Session Review** (June) is completed by the class teacher for each child. The new format is designed to give parents an indication of where their child is in their learning using the new **Curriculum for Excellence** levels. This report identifies the level attained and progress within that level.

The experiences and outcomes of curriculum for excellence are written at 5 levels with progression to qualifications described at the senior phase. It is recognised that children and young people will progress at different rates: some will require additional support and may take longer for their learning to be secure at a particular level; others will achieve secure learning sooner.

## **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 (Brian Batchelor (DHT)) 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](mailto: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](mailto:info@enquire.org.uk)
- two websites– [www.enquire.org.uk](http://www.enquire.org.uk) (for parents/carers and practitioners) and [www.enquire.org.uk/yp](http://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](mailto: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](mailto: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

Our **Parent Council** meet termly to:

1. To work in partnership with the school, its pupils, parents and the wider community of McLean Primary School to create a welcoming school which is inclusive for all parents.
2. To promote partnership between the school, its pupils and all its parents.
3. To develop and engage in activities which support the education and welfare of the pupils.
4. To identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
5. To support the school in its development and achievement of targets.

We have a range of sub-groups of our Parent Council who take an active role in Fundraising, the School Library and other school developments.

### Parental Involvement in Children's Learning

In our **Termly** and **End of Session Reviews** we aim to provide clear, positive and constructive feedback about pupil’s learning and progress. This creates an agenda for discussion about further progress, next steps in learning and how support will be provided, at

parent, pupil and teacher consultations (twice yearly). Reporting whether written or at meetings, looks back (at learning to date), and forward (to learning in the future). We believe that partnership and co-operation between pupils, parents, teachers and others is crucial to ensuring children achieve their full potential.

We ensure a range of opportunities for parents to become involved in their child's learning and the life of the school including, assemblies, performances, Shared Start/Finish, Sporting events, Musical events and school trips.



## **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](http://www.scotland.gov.uk/Publications/2010/11/10093528/0)

## **DEFERRED ENTRY TO PRIMARY SCHOOL**

Currently children with January or February birthdays are entitled to a further year of funded nursery education at parental request within a local authority or a Partner Provider nursery.

Parents of children who are 5 after the start date of the new school session and on or before the 31 December are not entitled but can request a discretionary additional year in nursery for their child. Requests are not always approved. Decisions on deferred entry requests are made by Education Managers based on information provided to them including assessment by the Headteacher and staff of the nursery, and at times the link educational psychologist.

A deferred entry to school has significant implications for any child and these decisions are not taken lightly. There needs to be careful consideration of how a child's needs can be best met, with full knowledge of the support that can be provided within a nursery setting, a mainstream primary school or a more specialist provision. If a school deferral is considered to be in a child's best interest, existing resources are used to accommodate the additional year within a Fife Council nursery.

Parents should speak with their nursery Headteacher if they have any concerns about their child starting school or should they wish to find out more about deferred entry to school. Further information on deferred entry can be found on Fife Direct.

## **SCHOOL IMPROVEMENT**

A full summary of current school improvements and achievements is contained within our Standard & Quality Report 2012/13 and School Improvement Plan 2013/14. This can be accessed on the school website.

## **SCHOOL POLICIES**

For more information about Fife Education and Learning policies please go to [www.fifedirect.org.uk/keypolicies](http://www.fifedirect.org.uk/keypolicies)

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

- Literacy & English
- Numeracy & Mathematics
- Health & Well-being
- Planning, Assessment & Reporting
- Homework
- Positive Behaviour & Anti-Bullying
- Curriculum Rationale

## 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](mailto: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](http://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](http://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](http://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](https://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۔