

# **School Handbook 2026-2027**

**Kingspark School**

**Table of Contents**

Vision and Aims	3
School Values	3
Description of the School	4
Transferring into Kingspark School	5
Communication with Parents/Carers	5
The Curriculum	6
Education Maintenance Allowance	7
Links with the Community	7
School Ethos	7
Transition Planning	7
School Information	8
Child Protection	10
Access to School Records	10
Transport	10
School Security	11
School Improvement Plan	12
Transferring Educational data about Pupils	13
Dundee City Council: No Smoking Policy	14

## VISION & AIMS

In 2024/25, a Vision for taking forward the school was developed through consultation with pupils, parents/carers, partner agencies and all staff working in the school i.e. Education and NHS staff. It started with the question 'What are our hopes and dreams for all our children and young people?' The response from all led to 5 core principles being identified that represent our values and provide the foundation for our curriculum. However, permeating all that we do is our commitment to Pupil voice; ensuring all forms of communication are valued and supported.

Our vision/values are for all children and young people to have

**Resilience**  
**Independence**  
**Healthy**  
**Belonging**  
**Respect**

Our aims are

**For all our children and young people to participate meaningfully in the life and learning experiences provided at school.**

**For all our children and young people to participate meaningfully and as independently as possible in community living.**

**For all our children and young people to have their voice heard.**

## SCHOOL VALUES

Our values are lived through our actions and interactions with one another



## DESCRIPTION OF THE SCHOOL

Kingspark School was purpose-built in session 2009/2010 and is a well-designed building with many excellent facilities including a library with computer suite, soft play room, sensory theatre, large assembly hall, gymnasium, swimming pool and therapy pool, and well-equipped rooms for practical and aesthetic subjects. Together with well-proportioned classrooms with the latest technology, these provide a very bright and pleasant working environment for pupils and staff. The school has a very open aspect, and a large grass area surrounds the building, providing attractive play areas.

Kingspark school currently has 170 pupils. All pupils at the school have severe, complex, or profound and multiple learning disabilities. A variety of low, medium, and high-tech Augmentative and Alternative Communication (AAC) methods support the pupils' communication needs. Such methods include, Makaton signing, Objects of Reference, symbol-based communication boards and books, single and multi-message Voice Output Communication Aids (VOCAs), as well as iPads with communication apps, such as Tobii Dynavox's TD Snap (Tobii Dynavox UK, 2024c) that can be accessed via touchscreen, auditory/visual scanning and switch, or eye-gaze. Some specialist communication devices, such as the TD I-110 (Tobii Dynavox UK, 2024b) are also used.

Many pupils have physical disabilities, sensory impairments, complex health needs or sensory processing difficulties. Most pupils work within 'Early' or Pre-Early levels of Scotland's *Curriculum for Excellence* (Education Scotland, 2017), with many making use of *Milestones to support learners with complex additional support needs* (Education Scotland, 2018). Some pupils are following a Foundation curriculum, specifically designed for pupils with Profound and Multiple Learning Difficulties (PMLD).

The main catchment area for the school is the City of Dundee, but pupils also attend from Angus and other adjoining Authorities.

The management of Kingspark School is the responsibility of the Head Teacher, Paul Dow, together with the members of the Senior Leadership Team.

The school is currently organised in four stages – P1-4, P5 – S1, S2 – S3 and Senior phase. Each stage is led by a DHT, PT and a Senior Learning Care Practitioner. The principle behind the 4 stages is to allow greater opportunities for integration where meaningful and appropriate. This allows us to support the children based on their needs, development and potential.

P1 – P4	Eimer Galloway (Depute Head Teacher)
P5 – S1	Anthony Revell (Depute Head Teacher)
S2 – S3	Susan Jackson (Depute Head Teacher)

## **TRANSFERRING INTO KINGSPARK SCHOOL**

The youngest pupils transfer into Kingspark primary provisions from Frances Wright Nursery School, and from other nursery schools within the area or from Armistead Assessment Centre. Decisions regarding the placement of pupils in Kingspark is made by the Children and Families Service. A number of pupils also transfer into Kingspark secondary provision from primary schools in the city and, again, decisions regarding placement are made by the Children and Families Service.

We also have pupils who join us throughout the academic session following an assessment process. These pupils may have moved into the area or they may transfer into Kingspark from a primary or secondary school in Dundee.

Once a decision about placement is made we would encourage all prospective parents/carers to visit the school with a view to seeing the facilities which are available, and to have the opportunity to meet with the appropriate members of the promoted staff and NHS staff. This also affords everyone an opportunity for questions to be answered or concerns to be addressed.

## **COMMUNICATION WITH PARENTS/CARERS**

It is important that school and home work together for the benefit of all pupils, and it is particularly important that there is good communication between school and home. We encourage communication through formal and informal channels and operate an 'open door' policy where we are always happy to speak to parents/carers either by phone or in person if they have any matters they wish to discuss.

The following are ways in which we promote communication with parents/carers:

- Home-School Day Books
- See-Saw app
- termly School Notes
- annual School Reports
- Parent Contact Evenings
- consultation on targets contained in the individual planning tool for each pupil (all targets are sent home for consultation prior to the first Parents' Evening where they will be discussed)
- consultation regarding Behaviour Care Plans (all Behaviour Care Plans are sent home for consultation prior to the first Parents' Evening where they will be discussed)
- CSP//Team Around the Child/Post 16 School planning meetings
- telephone calls
- informal meetings as appropriate.

If you have any concern, please do not hesitate to contact the school either by phone or in person. Your initial contact should be made with the person who is the appropriate link Depute Head Teacher (see page 4). However, if they are not available the Head Teacher will always be happy to speak to you. It is important to us that any concerns or issues are dealt with quickly and we are always happy to receive information you wish to pass on to us.

The Kingspark Parent Staff Association is open to all parents/carers and members of staff. The PSA organises social functions and also helps the school by raising funds. It is chaired by Susan Jackson, DHT. Contact information e-mail for Susan is: [kingsparkschool@dundeeschools.scot](mailto:kingsparkschool@dundeeschools.scot)

The Parent Council meets once per term and is open to all parents and members of staff. Dates and times of these meetings, along with dates and times of Parent Council meetings, will be circulated to all parents via letters, flyers and School Notes. The agenda for Parent Council meetings will be circulated in advance so that all members of the Parent Forum have an opportunity to contribute to this.

## **CURRICULUM**

The curriculum provided at Kingspark is designed to allow our pupils the opportunity to reach their full potential. For all of our children the *goals* we set will be reached by small but highly significant steps. The purpose of education for all our children will be the same but the curriculum which individual pupils require may be very different.

As a large Special School we face the challenge of providing a curriculum which facilitates learning and is appropriate to the individual and collective needs of our pupils.

The curriculum at Kingspark is, by necessity, diverse. Routes for Learning, SCERTS and EQUALS are assessment tools that we use to determine targets for those pupils with the most profound barriers to learning while the experiences and outcomes from Curriculum for Excellence form the basis of all curricular experiences. Pupil progress is tracked via the targets set out in individual pupil plans as well as through the school's tracking system in order that we get the clearest picture of each pupil's skills and knowledge.



Educational programmes are planned by the class teacher and their team in consultation with other professionals who may be involved in the pupil's programme of work.

Much of the learning involves the pupils experiencing the world at first hand and finding things out for themselves. To this end Kingspark staff are keen that pupils have regular opportunities to move from the school into the wider environment of the local community.

Kingspark has specialist subject teachers of Art, Music, Physical Education and Home Economics who work closely with class teachers to provide a total learning experience for pupils which is *broad, balanced, progressive* and *relevant*.

Kingspark has developed a specific Senior Phase programme for pupils from S4-S6 which gives them the opportunity to develop skills for adult life as well as giving them the opportunity to gain a range of National Qualifications and other awards.

### **EDUCATION MAINTENANCE ALLOWANCE**

An allowance can be paid to eligible pupils who stay on in education after their 16<sup>th</sup> birthday depending on their parent's total taxable income. The pupil has to complete a Learning Agreement which is a contract between them and their school. Application forms are available from the Head Teacher or from the Main Reception, Dundee House from the beginning of June each year.

### **LINKS WITH THE COMMUNITY**

As mentioned earlier, school staff are keen to make good use of the wider community when working with pupils. Good links exist with, for example, the local Tesco close to the school, the local and central libraries, and various branches of the Rotary Club, to name but a few. Regular use is also made of the Dundee parks and other outdoor recreational areas. The school also has a partnership with Dundee United Community Trust.



### **SCHOOL ETHOS**

Learning can only properly take place if a suitable atmosphere exists within the school. The responsibility for ensuring this rests with both pupils and staff along with the support of parents/carers. Our approach is one of friendliness and fairness in which children and adults are expected to treat one another with respect, kindness and to take care of the school buildings and equipment.

We are taking forward four strategic priorities that have been identified as the essence of our school – Total Communication, Nurture, Pedagogy and Staff Development. Underpinning all four is Pupil Voice which is itself enshrined in the UNCRC

## **TRANSITION PLANNING**

All school leavers go through the Post 16 School Planning process. Parents/carers, school staff and partner agencies work together to ensure that a suitable post-school placement is found for each school leaver. The key to the process is the assessment done with the young person and their family in order to ensure that an appropriate placement is secured. The PT for senior phase, link DHT and our Developing Young Workforce teacher lead on this planning

## **SCHOOL INFORMATION**

### ***Organisation of the School Day***

School begins at 9am and ends, for the pupils, at 3pm. There is a morning interval of 15 minutes and a lunch-break of 45 minutes. The day is split into 7 periods, 4 in the morning and 3 in the afternoon.

### ***School Uniform***

We feel it is very important in Kingspark, as in any school, to help the pupils feel that they 'belong'. So we encourage all parents to buy a school sweatshirt. These, and other items of school uniform, are available through the school office.

If parents are in receipt of Income Support, Income based Job Seekers Allowance, Income Related Employment and Support Allowance, support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit or Working Tax Credit and an annual income of less than £16,010, the Authority will consider one application per year for a grant towards the cost of purchasing essential clothing to enable their children, up to the age of 16, to attend school.

The school clothing grant payment will be made through BACS transfer into a nominated bank account or paid by cheque.

Application forms may be obtained from your child's school or Main Reception, Dundee House, or download from the Council website.

### ***Staffing***

The teaching staff at Kingspark are all experienced classroom teachers, some with an additional qualification for teaching pupils with additional support needs. All staff are encouraged to take up opportunities to extend their professional knowledge and skills, and many teachers give up their evenings and weekends to attend courses, as well as taking part in training within the school. Through our staff development strategic champion group we have designed a training model based on universal, targeted and specialised training. Universal training is for all staff and covers 9 key areas. Targeted is for stages and staff who have been identified or who have requested through the PRD/EPDR process training needs. Specialised is based on training the trainers and allows the model of staff development to be sustained and ensure consistency.

Each class teacher is responsible for one class, and all classes have Learning Care Assistants or Early Years Practitioners allocated.

Our facilities staff, administration staff, technician, cleaners, kitchen staff, bus drivers and escorts are all very much committed to doing their best for the pupils at Kingspark.

Several members of staff are employed by the Health Board - nurses, occupational therapists, physiotherapists, speech & language therapists - and all work very closely with the class teachers to ensure the best possible progress for pupils. The therapists will prioritise their time according to the needs of the individual pupils. Dependent upon need, pupils may be seen regularly throughout the school year, or perhaps have a variable programme of input, where support is provided in blocks, with breaks from therapy in intervening periods.

Our school dental team are in school on a regular basis. Our school doctors are in school at least once a week.

The senior school nurse, Kelly Burns who takes charge of any medicines and supervises medical procedures, always sees the parents/carers of new pupils. If a child is prescribed a new medicine, which has to be taken during the day, parents/carers should contact Mrs Mitchell.

In an emergency, if parents/carers or relatives cannot be contacted, the school will arrange for pupils to be taken to Accident & Emergency at Ninewells Hospital. Contact will always be made with parents/carers if such a situation arises.

### ***Attendance***

Good attendance at school facilitates the learning process, and so parents/carers are encouraged to ensure that their child's attendance is as good as it can be.

It is important that parents/carers ensure the school is notified of the reasons for absence. This can be done by sending a note into school, or by phoning the school office on the first day of the child's absence.

### ***School Meals***

All pupils at Kingspark remain in school at lunchtime when they are closely supervised and all are entitled to free school meals.

The kitchen staff, in consultation with the Health Board dieticians, cater for pupils who have special dietary requirements of any kind.

### ***Insurance***

The Education Authority insures against its legal liability for:

- Accidental personal injury
- Loss or damage to property of third parties

You are advised that no insurance cover is maintained for circumstances in which the Council does not have a legal liability. You may wish to consider your own insurance arrangements.

## **CHILD PROTECTION**

As one of Dundee City Council's professional services, the Education Department has an important responsibility in keeping the children and young people of Dundee safe from harm. This is an extension of the care and protection which you as a parent/carer provide for your child and so we see our partnership with you as important in meeting that responsibility. Supporting us in this work are inter-agency agreements protecting children with our partner services in Health, Social Work and Police Scotland.

If at any time you have child protection concerns about your child or any other child who attends this school, you are encouraged to talk about your concerns with a member of the school staff. It will also be useful for you to know that in every school there is a specially trained member of staff who is the school's Designated Child Protection Officer. This person takes a co-ordinating role whenever a child protection concern for a child is reported. In Kingspark school we have three Child Protection Officers who are Susan Jackson (DHT) Roslyn Muir (Principal Teacher) and Anthony Revell (Depute Head Teacher) who can be contacted by telephoning the school on 01382 432650

Where concerns are expressed about a child, those concerns will be considered with our partner agencies in confidence to ensure that the child is kept safe.

## **ACCESS TO SCHOOL RECORDS**

The School Pupil Records (Scotland) Regulations make provision for granting access by parents and pupils (over 16) to manually maintained records held on the pupils. Parents wishing to avail themselves of this service should contact the Head Teacher.

## **TRANSPORT**

The Education Authority provides free transport to and from school for all pupils who need it. All forms of transport have a travel escort present. Senior pupils who are able to make their own way to school, either on foot or by public transport, are encouraged to do so.

School transport is arranged by each of the local Education Offices and not by the school. For this reason, parents are requested to phone the Local Authority from which their child is transported with any issues.

The safety of pupils on transport is of utmost importance and discussions around wheelchair requirements or other specialist equipment needed for transporting pupils will be discussed and agreed with parents/carers prior to pupils being transported. These arrangements will be reviewed on a regular basis. This will be done by the Local Authority from which their child is transported.

## **SCHOOL SECURITY**

In common with other local authorities, Dundee City Council has introduced a range of measures aimed at improving the security of pupils and staff working in schools. We have a duty of care to both pupils and staff working in the building.

All visitors, including parents and carers, will be asked to 'sign in' at reception and wait in the reception area. They will then be collected by the appropriate member of staff. At the end of the meeting or appointment, they will be taken back to the reception area to 'sign out'.

Similarly, parents bringing their children into school are asked to wait in the reception area where a member of the class team will meet the pupil and take them to class.

Kingspark is a special school catering for young people with a range of complex additional support needs. Unexpected visitors can inevitably cause distress to some pupils and the presence of an unfamiliar adult can cause disruption to class activities.

We thank all parents/carers and visitors for their assistance with these processes.

## **KINGSPARK SCHOOL IMPROVEMENT PLAN 2025-2026**

Our next School Improvement Plan (2025-2026) builds on previous work as well as giving us the opportunity to embark on new projects. These projects are:

### **PROJECT ONE: Pupil Participation – Pupil Voice**

Embedding Assistive Technology throughout the school.

### **PROJECT TWO: Pedagogy and curriculum review**

Development of skills for life, skills for work through social enterprise.

### **PROJECT THREE: Pedagogy and curriculum review**

Development of an assessment, monitoring/tracking system that meaningfully informs planning and practice.

## **TRANSFERRING EDUCATIONAL DATA ABOUT PUPILS**

Education authorities and Scottish Government have collected data about pupils on paper forms for many years. We now work together with schools to transfer data electronically through the ScotXed programme. Thus Scottish Government has two functions: acting as a 'hub' for supporting data exchange within the education system in Scotland and the analysis of data for statistical purposes within Scottish Government itself.

### ***Why do we need your data?***

*In order to make the best decisions about how to improve our education service, Scottish Government, education authorities and other partners such as the SQA and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results. Accurate and up-to-date data allows us to:*

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better

### ***Data policy***

The ScotXed programme aims to support schools and Local Authorities by supporting the collection, processing and dissemination of statistical information required for planning, management and monitoring of Scottish education services.

A subset of this information is passed to Scottish Government for research and National Statistics publications. Education data within Scottish Government is managed effectively by secure systems and is exploited as a valuable corporate resource, subject to confidentiality restraints. As part of its data policy, Scottish Government will not publish or make publicly available any information that allows individual pupils to be identified, nor will data be used by Scottish Government to take any actions in respect of individuals. Data is held securely and no information on individual pupils can or would be published by Scottish Government.

The individual data collected by Scottish Government is used for statistical and research purposes only. We hope that the explanations contained on the ScotXed website will help you understand the importance of providing the information.

### ***Your data protection rights***

The collection, transfer, processing and sharing of ScotXed data is done in accordance with the Data Protection Act (1998). We also comply 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 we will use your data. This message can give only a brief description of how we use data. Fuller details of the uses of pupil data can be found on the ScotXed website ([www.scotxed.net](http://www.scotxed.net)).

Scottish Government works with a range of partners including HM Inspectorate of Education and the SQA. On occasion, we will make individual data available to partners and also academic institutions and organisations to carry out research and statistical analysis. In addition, we will provide our partners with information they need in order to fulfil their official responsibilities. Any sharing of data will be done under the strict control of Scottish Government, which will ensure that no individual level data will be made public as a result of the data sharing and that these data will not be used to take any actions in respect of an individual. Decisions on the sharing of data will be taken in consultation with relevant colleagues and individuals within and outwith Scottish Government.

### **Concerns**

If you have any concerns about the ScotXed data collections you can email the Senior Statistician, Peter Whitehouse, at **Peter.Whitehouse@scotland.gsi.gov.uk** or write to The ScotXed Support Office, Area 1B, Victoria Quay, Leith, EH6 6QQ. Alternative versions of this page are available, on request from the ScotXed Support Office, in other languages, audio tape, braille and large print.

### **Want more information?**

Further details about ScotXed are available on the ScotXed website, [www.scotxed.net](http://www.scotxed.net), which contains a section on 'frequently asked questions' at <https://www.scotxed.net/jahia/Jahia/lang/en/pid/220>.

## **DUNDEE CITY COUNCIL: NO SMOKING POLICY**

All Dundee City Council premises operate a policy of NO SMOKING. In relation to the school, smoking is not permitted in the actual building, nor in the grounds of the school including the playground and car parks, i.e., anywhere within the school boundary. This is deemed to be in the health interests of all pupils, staff and visitors. Any parents or family members visiting the school are therefore requested to extinguish cigarettes etc., before entering the school premises.

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