

Welcome to Kirkwall Grammar School

Primary 7 Parents'
Information Evening

Tuesday 11th June 2024



This evening



INFORMATION ABOUT THE
SCHOOL



A TOUR OF THE BUILDING



A CHANCE TO MEET SOME
OF OUR PARTNERS

Senior Leadership Team



Miss Meakin
Head Teacher



Mr Ewing, DHT
House Head
Copinsay



Mr Harvey, DHT
House Head
Eynhallow



Mrs McKay, DHT
House Head
Fara

House Heads



Mr Ewing
Copinsay



Mr Harvey
Eynhallow



Mrs McKay
Fara



Guidance Team



Mrs Woods
1C1



Mrs Foggo
1C2 & 1F2



Ms Taylor
1E1



Mr Nisbet
1E2



Mr Berry
1F1



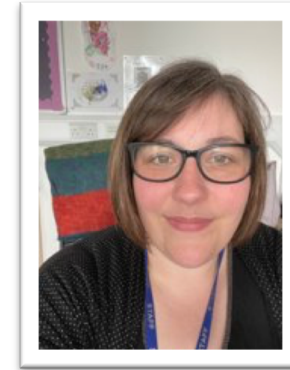
Mrs Firth
Guidance Manager

Curriculum Support at KGS

Principal Teachers of Curriculum Support



Marie Phillips



Catherine Beesley

Curriculum Support Links

Rachael Suttie
Copinsay

Annette Kirkpatrick
Eynhallow

Laura Gray
Fara



KGS Dress Code

KGS pupils are expected to wear one of the following as their top layer at all times:

- Short or long sleeve t-shirt with the school logo
- Hoodie or zip fleece with the school logo.
- A dress shirt/blouse can be worn with a school tie.
- Suitable jeans, skirts or dress shorts.
- A change of clothes suitable for exercise and trainers.

Dress code can be purchased from Logo Orkney and Trek and Travel

We have a supply of pre-loved uniforms; they are located tonight in the foyer. Please help yourselves.

A KGS School Day

Monday-Thursday

Start: 8.35am

End: 3.35pm

Friday: classes end at **12.20pm** (*with lunch available from 12.20-12.45pm*).

S1 pupils are let out of class 5 minutes before lunch for the first two or three weeks of term 1.

Warning bell	8.30am	Friday 8.30
Registration/Tutor Group time	8.35am	8.35am
Period 1	8.45am	8.45am
Period 2	9.35am	9.35am
Interval	10.25am	10.25am
Period 3	10.40am	10.40am
Period 4	11.30am	11.30am
Period 5	12.20pm	12.20 end of school day
Lunch	1.10pm	
Period 6	1.55pm	
Period 7	2.45pm	
End of school day	3.35pm	

Food and Drinks

Breakfast Club operates from the snack bar behind the theatre

Snacks are available during break time – toasties, home-baking, hot rolls etc.

Lunch – choice of hot meal or snacks as well as soup, baked tatties, sandwiches etc. The main meal menus are posted online, and the snack menu varies daily.

Pupils are welcome to bring their own packed lunch.

Please discuss any dietary requirements with your young person's Guidance Teacher – foods in the canteen are labelled and special arrangements can also be made.

We encourage pupils to bring a re-fillable water bottle.

Energy drinks are not allowed in school.

First years are encouraged to stay in the school building or use the outside courtyard area.

How to pay for lunch

- At KGS we have a 'cash less' system for payment of food.
- All pupils will receive information through the post, during the summer holidays, regarding how to top up your young person's lunch account on-line using your debit/credit card.
- The pupil then enters their PIN (we will issue this on the first day of term in August) or their Young Scot card.
- You are encouraged to top up online, though Kitchen staff will take cash payment and top up your account in emergency

Support is available – Clothing Grant and Free School Meals – look at the Orkney Islands Council website.

Attendance

- **Absence**
 - Please telephone the school **before 9.00am** each morning that a child is absent. You can leave a voice mail on the absence line.
 - A text message will be sent if a pupil is absent and there has been no phone call.
 - If there is still no contact from parents/carers, a phone call will be made to emergency contacts.
 - If no contact can be made the school may contact the police.
- **Signing In Late**
 - Pupils who arrive late at any point in the day must sign in at the office

Attendance cont.

Signing Out

- Pupils need to sign out at the office if they have a medical appointment (GP/dentist).
- Please contact the school in advance to advise (admin.kgs@glow.orkneyschools.org.uk)
- On return to school pupils must sign back in at Reception.

Sick Bay

- If pupils feel ill during the school day they should go to Reception.
- If it is necessary to send a pupil home, parents/carers will be contacted.
- Pupils must not just go home – even if they have spoken to you!

Planned Absences (not illness)

- If pupils are going on a non-school trip/activity, parents should email the school office to ensure the absence is recorded appropriately.
- Please avoid term time holidays

Contacting the school

- Your young person's Guidance Teacher is your first point of contact in the school.
- The most convenient way to contact the Guidance Teacher is to email them.
- You can find their email address on the KGS website under 'Contact'.
- If the matter is urgent, please phone the school office (87 2102).

Mobile phone use

- Mobile phones are permitted in school.
- They can only be used during class time at the class teacher's discretion.
- Otherwise they should be turned off and kept in schoolbags.
- If a pupil uses a mobile phone during class when they do not have permission to, the phone will be confiscated and kept safely in the school office until the end of the day.
- The school office will pass on urgent messages.

Communication from school

Information is emailed to parents/carers from the school office.

Please ensure that we have the correct email address for you and keep contact details updated.

Weekly Parental Update – uploaded on to the school website: kgsorkney.com.

Facebook: search for Kirkwall Grammar School

Twitter: @kgsorkney



Finally...

Guidance Staff are located in the Breakout Area opposite the dining hall. Please feel free to come along and say 'hello'.

Senior Leadership Team will be circulating.

- Tea and coffee is available.
- School tours are available led by our S6 pupils. Meet at the pillar under the stairs. Tour times: 6.30pm and 7pm (30 minutes).
- Extended School Support Team – come and meet some of our partners.