

Welcome to Kirkwall Grammar School



Primary 7 Parents' Information Evening
Tuesday 13th June 2023

Senior Leadership Team

Claire Meakin



Head Teacher

Magnus Garson
Nichola Watson

Acting Head of S1
Acting Head of S2

Alasdair Harvey



Depute Head Teacher
Head of S3 & S4

Neil Ewing



Depute Head Teacher
Head of S5 & S6

Karen Kent & Faith Reilly

Business Managers



Guidance Department

**Copinsay
House**

**Eynhallow
House**

**Fara
House**



Guidance Team



Lucy Foggo
Copinsay



Catherine Beesley



Raksha Woods



Bridget Taylor
Eynhallow



Mark Berry
Fara



Colin Nisbet



Marlyn Firth
Guidance Manager

Curriculum Support at KGS



Marie Phillips

Principal Teachers of
Curriculum Support



Catherine Beesley

Curriculum Support Link Teachers

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.

Pupils should also wear suitable jeans, skirts or dress shorts.

For PE, pupils should bring a change of clothes suitable for exercise and trainers.

Dress code can be purchased from local retailers and we do have Fair Trade options available. We have a supply of pre-loved uniforms; they are located tonight in the foyer. Please help yourselves.

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.

A bell rings at all period change times and before registration.

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	7

Food and Drinks

Breakfast items are available to buy from the kitchen but there are a selection of fruit, breakfast bars, hot drinks and toast (on a trial basis) which are available for all pupils.

Snacks are available during break time.

Lunch – many options are available and most pupils eat something from the KGS kitchen. The main meal menus are posted online, and the snack menu varies daily.

Pupils are welcome to bring their own packed lunch.

If you have any dietary requirements, please discuss with your young person's Guidance Teacher.

We encourage pupils to bring a re-fillable water bottle and energy drinks are not allowed in school.

First years should stay in the school building or use the outside courtyard area, they are no allowed to go 'down the street'.

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 as the machines in school are no longer in operation.

(Kitchen staff will take cash payment and top up your account if necessary)

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

Attendance

Absence

- Parents/carers are required to 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.

Signing In Late

- Pupils who arrive late at any point in the day must sign in at the office with the Duty Officer
- They must give a reason for lateness.

Attendance

Signing Out

- Pupils need to sign out at the office if they have a medical appointment (GP/dentist).
- They should provide a note or the parent/carer can email school reception (admin.kgs@glow.orkneyschools.org.uk) to give permission.
- On return to school pupils must sign back in at Reception.

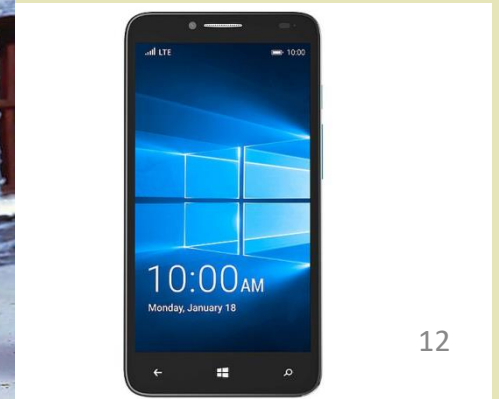
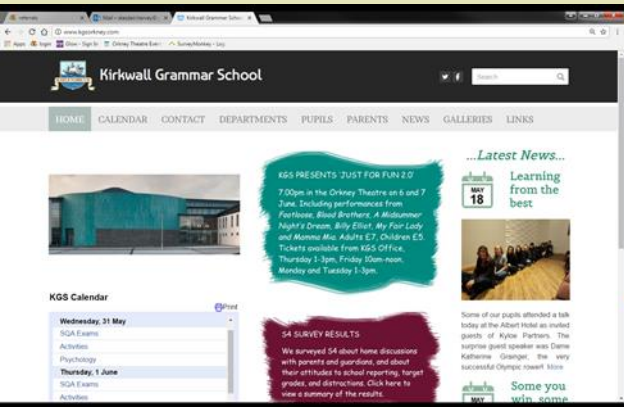
Sick Bay

- If pupils feel ill during the school day they should ask permission from their teacher to go to Reception.
- If it is necessary to send a pupil home, parents/carers will be contacted.
- Pupils must not just go home!

Unplanned Absences (not illness)

- Please inform the school office directly
- If pupils are going on a trip/activity, parents should email the school office (admin.kgs@glow.orkneyschools.org.uk) to ensure the absence will be recorded appropriately.

Communication



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. They will get back to you in due course.

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

- School policy is that 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 or on to silent mode 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 and a lunchtime detention will be issued.

Mobile phone use

- Pupils can use their mobile phones before Registration time and at social times.
- If you have an urgent message for your child please phone the school office (87 2102) and they can arrange for a message to be passed on to them or for you to speak to your young person if required – we can arrange for a quiet room.

Communication from school

Information is emailed to parents/carers from the school office. Please ensure that we have the correct email address for you. If you need to change any personal details, please email the school office. There are no paper copies of letters.

The Head Teacher compiles a weekly Parental Update – this is uploaded on to the school website: kgsorkney.com.

Facebook: search for [Kirkwall Grammar School](#)
(KGS Copinsay, KGS Fara, KGS Eynhallow)

Twitter: [@kgsorkney](#)

School website

www.kgsorkney.com

- Financial Support tab
- Support and Help tab
- Contact tab
- About KGS tab

And lots more!

KGS Parent Council

- **Chair:** Brian Kynoch
- **Email address:**
parentcouncil@glow.orkneyschools.org.uk
- **Facebook page:** Kirkwall Grammar School Parent Council

Bev Flett

Preventions and Interventions, Police Scotland

Finally...

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

Catherine Beesley and Raksha Woods – outside the Theatre

Senior Management Team will be circulating.

- Tea and coffee is available – kindly provided by the Parent Council.
- School tours are available led by our S6 pupils. Meet at the pillar under the stairs. Tour times: 6.45pm and 7pm (30 minutes).
- Extended School Support Team – come and meet some of our partners.