

Information for Pupils and Parents
Portree High School Induction Days: Wednesday 21 to Friday 23 June 2023



We are looking forward to your visit with us next week, and I am sure that you are excited about your three days at high school. This sheet contains a few key points that you would need to know before you come on Wednesday.

If you will be coming to school by bus, please speak with your class teacher if you have any concerns as to where to get the bus from and at what time. The bus drivers are aware that you will be with us on those days. When you arrive in the morning you should come in through the front door, turn right and meet at the seated area **in the canteen**. When the bell rings you will be taken to the Venue for a 'Welcome' Assembly. At the assembly you will be given information about the school, including which form Class you will be in. You will also meet your Support Teacher.

Wednesday
Periods 1 & 2

You will:

- i) meet your support teacher and some S6 Buddies.
- ii) receive a copy of your school timetable, a plan of the school
- iii) be shown round the new school.
- iv) be shown how to purchase food from the canteen.

* Anyone wishing to buy food/drinks **must** bring money with them and you will be shown how to load it on to your account*.

Please see the accompanying sheet with regards to the canteen.

Interval and lunchtime

You will be allowed out 5 minutes early to go to the canteen or to eat food brought from home if you prefer.

From Period 3

You will follow your own timetable for the remainder of Wednesday. Senior pupils will help you find your way around.

3.35pm

You will make your way home or to the bus. Your Buddy will help you if you are unsure which bus to get on.

Thursday

Meet at the seated area next to the Venue where your buddy will be there to meet you.

Following your timetable all day. You should ensure you are in the class for morning registration by 8.55am. If you arrive late, report to the reception to register. In your P1 class you will be shown the Daily Information, which pupils check for news and updates at the start of each school day.

Friday

Meet at the seated area next to the Venue where senior pupils will be there to meet you. You will follow your own timetable for periods 1-4, then go to the Venue to discuss your three days in the School.

Pupils will be departing school at 1:20pm to return home.

- Please wear your Primary School sweatshirt during the induction days. Bring your bag, Chromebook, pens/pencil, water bottle and money for the canteen or, if you prefer, food from home. You will need to bring your PE kit on WEDNESDAY.

😊😊 **We look forward to welcoming you back this week** 😊😊

Mr Breen, Head Teacher

NOTE TO PARENTS

Thursday 6.00 – 7.30pm

There will be a meeting for Parents in the High School Venue, where you will receive a tour of the school and get further information about canteen, school procedures, etc.

Parents should park in the car park at the rear of the Elgin Hostel and enter through the front door of the school.

Introduction to School Meals in Secondary Schools

Dear Parent / Guardian -

Your child will soon be attending a Secondary School which operates a Cashless Catering System for school meals.

Here's how it works for transition days–

- A meal account is already in place for every pupil, which can be accessed using a unique PIN which will be provided by the Secondary School on transition day. Accounts can also be accessed by a Young Scot Card (National Entitlement Card), once pupils have received them. (Applications for the Young Scot Card will be dealt with by the school.) Pupil photos will be taken by the catering staff and uploaded onto their account, for security purposes.
- Pupils must have money in their school meal accounts before they purchase food from the canteen - cash cannot be taken at the till.
- Pupils will be able to add cash to their account at the revaluation machine(s) in the school, using their PIN. Please ensure that your child has sufficient money with them for to buy lunch on the transition days (online payments **will not** be available until the new term starts in August). Revaluation machines accept notes and coins - except 1p 2p 5p or old £5 & £10 notes.
Cheques are also accepted and should be made payable to The Highland Council. Cheques need to be handed to the catering staff first thing in the morning to be added to the account.
- Pupils who are entitled to free school meals will have the Free School Meal allowance added to their account daily. Pupils can add further money to their meal account should they wish to.
- At the till, pupil enters their PIN and the cashier will deduct their purchases from their meal account.
- Balances can be checked at the revaluation machines at any time, and are also displayed on the tills

At the start of August Term -

- Any credit left in a P7 school meals account in a primary which operates a Cashless Catering System will be automatically transferred to the pupil's new secondary school meals account when they leave the primary school; also - any money that was left on an account after the transition day(s) will still be there.
- The PIN given on transition days will still be active and can be used until a Young Scot Card is obtained. The card can be used at the till, and to add money at a revaluation machine.
- Online payments can be made via the Highland Council website – click on the icon **PAY > School Meals > Pay for School Meals** then follow the instructions on screen. You will need your child's 9 digit Scottish Candidate number which can be obtained from the school office or by phoning 01463 663340. **(Note if your child came from an Ipayimpact Primary school – their unique ID reference key will not work at this secondary you will require to pay on line choosing the secondary school as instructions above.)**

IF YOU HAVE ANY QUERIES REGARDING THE CASHLESS CATERING SYSTEM, PLEASE CALL THE NUMBER BELOW

Highland Council Catering Service HQ

Ruthven House, Drummond Road, Inverness, IV2 4NZ. Tel: 01463 663340 Fax: 01463 237508