

## IMPORTANT REMINDERS

### Vistors/Contact

Following the national response to the Coronavirus pandemic, there is no longer any public access to KGS. Parents/carers are asked not enter the school building unless for a pre-arranged appointment. Forgotten items like PE kit, dinner money, homework will not be accepted at Reception so please ensure pupils have all items that they need for the day with them.

If you need to contact the school please do so by phone or email ([admin.kgs@glow.orkneyschools.org.uk](mailto:admin.kgs@glow.orkneyschools.org.uk)) and we will endeavour to reply/deal with requests or issues at the earliest opportunity. Please be mindful that our capacity to deal with requests promptly will be limited therefore we are asking that you only contact us by phone where absolutely essential otherwise email would be the best option.

### Information & Communication

At KGS we communicate with parents/carers via text/email/Xpressions. There is also important information regularly posted on the KGS website and on the KGS Facebook page. Please make sure you check these methods of communication regularly in order to get the information.

It is very important that you ensure that KGS Office staff have your correct and current contact details. Any changes should be notified to the school as soon as possible.

### Absence due to Illness

If pupils are feeling under the weather they should NOT come to school.

Parents/carers should inform us by phone to let us know if pupils are going to be absent from school due to illness before 9.00am and leave a message on the answer machine (option 2) - explaining the reason why your child will not be in school. Parents/carers will be expected to phone and inform us on **each day of illness** unless it is a planned absence, which has been notified to the school in advance.

### Other Absences (not illness):

There may be other reasons which mean your child cannot attend school (eg bereavement, parental illness), please inform the school office directly of this (do not leave a message on the absence line).

### Sick Bay

Sick Bay will be very limited, ie only for First Aid/Emergency treatment.

Parents/carers should ensure, if it is safe to do so, that pain relief and any other medications are carried by pupils but please only give enough for **one day** at a time.

If pupils feel ill during the school day they should ask permission from their teacher to go to Reception. Parents/carers will be contacted and pupils sent home. Pupils must not just go home!

Given the current situation, it is extremely important that we are able to contact a parent/carer as quickly as possible, so please ensure that KGS has appropriate contacts for your child to ensure that there is no delay in your child being sent home to seek appropriate medical support, where appropriate.

### Signing In Late

If pupils arrive late at any point in the day, they must sign in at Reception and give a reason for lateness and must provide a note or appointment card.

We will accept a phone call or email from a parent/carer if it's an emergency, otherwise please follow the procedure above.

### Signing Out

Pupils need to sign out at the office if they have to attend a doctor or dentist appointment etc. They must bring an appointment card/note from a parent/carer. On return to school they must sign back in at Reception.

Again, we will accept a phone call or email from a parent/carer if it's an emergency.

**Dinner Money/Top Up**

Parents should to top up their child's dinner account online as much as possible to minimize pupils using the keypad of the top-up machine in school.

Also pupils should use their Young Scot card to pay for their dinner contactless to again avoid using the keypads.

**Timetables**

All pupils will be issued with a new timetable on their return to school.

Pupils should copy their timetable into another jotter or add it to their phones as multiple copies will not be printed.

**PE**

In line with guidelines from Education Scotland, all practical PE lessons will be taking place outside until further notice. Therefore, pupils are asked to come prepared for all types of weather and must bring a full change of clothes to every PE lesson. Waterproofs and a spare pair of trainers are advised also.

Lastly, could we please ask that you remind your children to use the hand sanitizer each time they enter and leave the building. We will also routinely remind pupils of this important step.