



# Kirkwall Grammar School

## Welcome Guide



Working together to raise aspirations and attainment by achieving excellence and equity




It gives us great pleasure to welcome you to Kirkwall Grammar School. This short Welcome Guide has been designed to share with pupils and families new to the school essential information that will help ease you into life at KGS.

We are very proud of our school. KGS pupils are given opportunities to achieve and be recognised not only academically but also in a wide range of vocational and extra-curricular activities.








At your Admission meeting you will already have met your Year Head. Each pupil at KGS is part of a House and will have a Guidance Teacher who will assist and support them throughout their time at the school. Your Guidance Teacher will be your first and main point of contact with the school and should parents or carers wish to contact the school regarding any pupil matters, we would always recommend that in the first instance they contact the pupil's Guidance Teacher.

<b>School Contact Details</b>	
<b>Address</b>	<b>Kirkwall Grammar School</b>  <b>Kirkwall</b>  <b>Orkney</b>  <b>KW15 1QN</b>
<b>Telephone Number</b>	<b>(01856) 872102</b>
<b>Website</b>	<a href="http://www.kgsorkney.com"><u>www.kgsorkney.com</u></a>
<b>e-mail Address</b>	<b>admin.kgs@glow.orkneyschools.org.uk</b>

## Senior Leadership Team

<b>Head Teacher</b>	<b>Mr Don Hawkins</b>		<b>don.hawkins@glow.orkneyschools.org.uk</b>
<b>Depute Head Teacher (Acting) Year Head S1 and S2</b>	<b>Ms Jenny Devlin</b>		<b>jennifer.devlin@glow.orkneyschools.org.uk</b>
<b>Depute Head Teacher Year Head S3 and S4</b>	<b>Mr Alasdair Harvey</b>		<b>alasdair.harvey@glow.orkneyschools.org.uk</b>
<b>Depute Head Teacher Year Head S5 and S6</b>	<b>Mr Neil Ewing</b>		<b>neil.ewing@glow.orkneyschools.org.uk</b>
<b>Business Manager</b>	<b>Mrs Karen Kent</b>		<b>karen.kent@glow.orkneyschools.org.uk</b>

## Guidance Department

<b>Guidance Manager</b>	<b>Mrs Marlyn Firth</b>		<b>marlyn.firth@glow.orkneyschools.org.uk</b>
<b>Copinsay</b> 	<b>Mrs Raksha Woods</b>		<b>raksharuby.woods@glow.orkneyschools.org.uk</b>
<b>Eynhallow</b> 	<b>Ms Bridget Taylor</b>		<b>bridget.taylor@glow.orkneyschools.org.uk</b>
<b>Fara</b> 	<b>Mr Mark Berry</b>		<b>mark.berry@glow.orkneyschools.org.uk</b>

<b>School Day</b>	
<b>Registration</b>	<b>8.35am - 8.45am</b>
<b>Period 1</b>	<b>8.45am - 9.35am</b>
<b>Period 2</b>	<b>9.35am - 10.25am</b>
<b>Morning Break</b>	<b>10.25am - 10.40am</b>
<b>Period 3</b>	<b>10.40am - 11.30am</b>
<b>Period 4</b>	<b>11.30am - 12.20pm</b>
<b>Period 5</b>	<b>12.20pm - 1.10pm</b>
<b>Lunchtime</b>	<b>1.10pm - 1.55pm</b>
<b>Period 6</b>	<b>1.55pm - 2.45pm</b>
<b>Period 7</b>	<b>2.45pm - 3.35pm</b>
<p>The school day begins at 8.35am each morning and finishes at 3.35pm each afternoon except on Fridays. School closes at 12.20pm on Fridays with lunch served until 12.45pm.</p>	

## **School Dress Code**

We want pupils to identify with and be proud of KGS. The appearance of smart and tidily dressed pupils suggests that they are well-motivated and keen to show that they belong to the school.

KGS has a compulsory dress code. Pupils should wear one of the following every day:

- KGS Sweatshirt
- KGS Polo Shirt
- Plain shirt and KGS Tie

Plain dark trousers or skirts and plain navy, black or white layers are suitable under the school top. No shorts, patterns, stripes or bright colours.

School Dress Code can be purchase from Trek and Travel in Bridge Street.

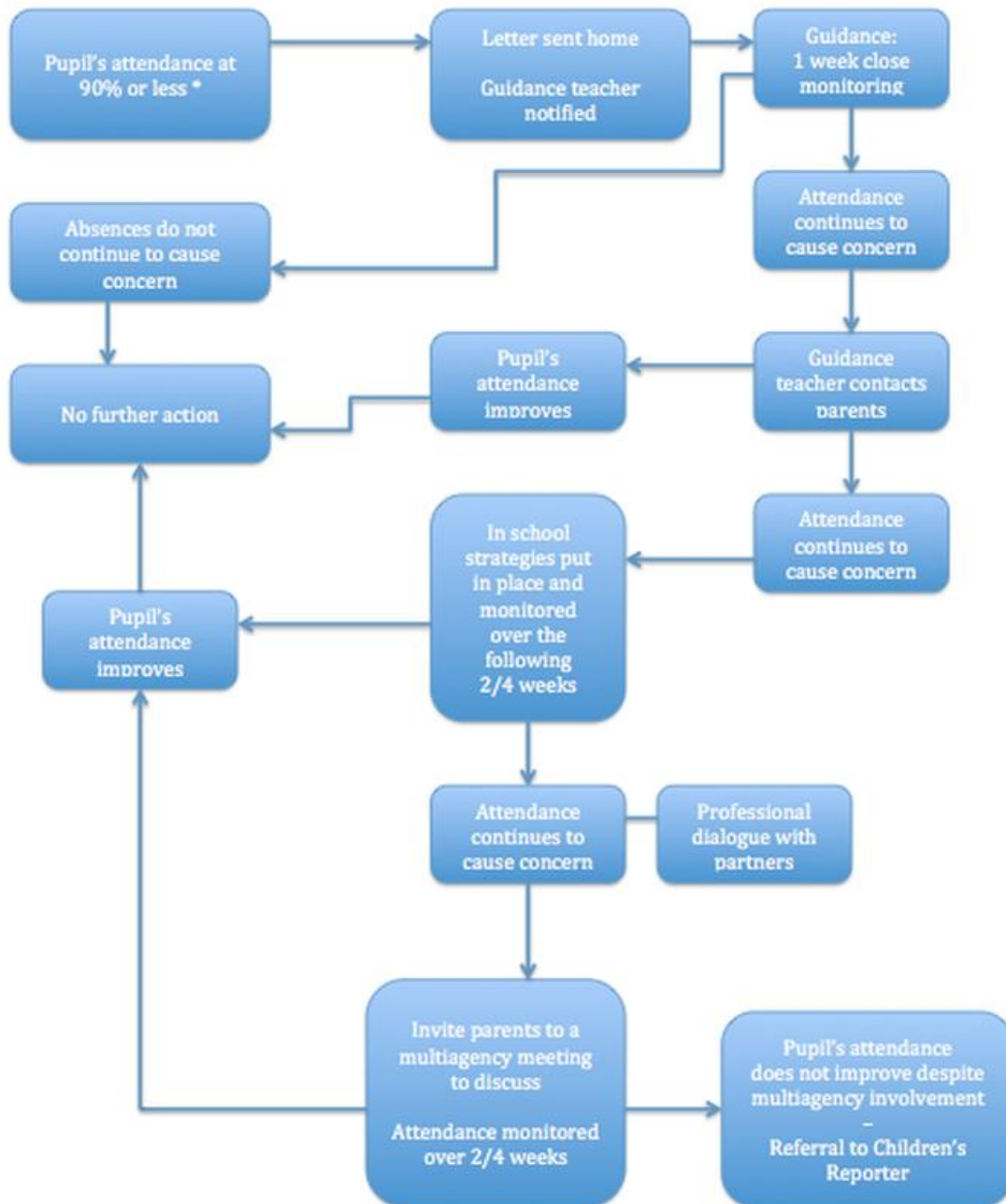
## **Mobile Phones**

Mobile Phones must be switched off and out of site at all times in class unless permission has been given by the teacher for use in learning and teaching.

## **Pupil Absence Due to Illness**

Parents/guardian must phone in the mornings (by 9.00am) to let us know if you are going to be absent from school. Parents will be expected to phone and inform us on each day of absence.

**Pupil Attendance Flow Chart... Framework for monitoring attendance**



\* Pupils identified by Pupil Support Team

NB - There will be a continuous role for the tutor in that they will speak to students on their return from an absence, and share any concerns with the relevant guidance teacher.





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