



JAMES GILLESPIE'S HIGH SCHOOL

LAUDERDALE STREET
EDINBURGH
EH9 1DD

HEAD TEACHER: Alex Wallace B.Sc.

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August 2009

Dear Parent or Carer,

Welcome back to all our parents at the start of this new school year, and a special welcome to parents of S1 students who may be new to James Gillespie's.

Each year we prepare a lot of information about the school, the staff and the coming school year. In the past we have mailed it to parents, however we found that to be too expensive so then we sent it by "pupil post" at the start of the term. However continuing pressure on our budgets has meant that we have had to look at all aspects of our operations and trim expense where we can. We have therefore taken the decision not to send this information in paper form this year. With the majority of our parent body having access to computers we feel that there is an opportunity to make this information available on our website. This will allow us to update the information more easily. We hope too that our parents will start to use our website more as it is a valuable resource for themselves and for our students.

On the reverse of this letter you will find a table indicating what you should look at on our website, depending on your child's year group.

In order to maintain the accuracy of our records please complete and return to your child's register teacher the tear-off slip below if any of the information requested on the slip has changed in the past year or, for S1 students, since your child left primary school. To ensure that we can maintain contact with our parents please ensure we have your correct contact telephone numbers and e-mail addresses.

We hope you find the information available on our website useful and informative and if you think we can improve it in any way please let us know. We will maintain a limited stock of paper-based parent information for those without computer access. This will be available from our School Office.

Yours faithfully,

A. Wallace, Head Teacher.

Tear off and return to Register Teacher

Student's Name:	_____	Class:	_____	D.O.B.	_____
Address:	_____			Post Code	_____
Contact Tel. Nos.	Name: _____	Name: _____			
	Home: _____	Home: _____			
	Office: _____	Office: _____			
	Mobile: _____	Mobile: _____			
Contact e-mail:	Name: _____	e-mail: _____			
	Name: _____	e-mail: _____			

Item	Year Group					
	S1	S2	S3	S4	S5	S6
School Calendar Session 2009-10	✓	✓	✓	✓	✓	✓
School Session Dates 2009-11	✓	✓	✓	✓	✓	✓
School Contact Information	✓	✓	✓	✓	✓	✓
Anti-bullying Policy and Information	✓	✓	✓	✓	✓	✓
Registration Classes and Teachers	✓	✓	✓	✓	✓	✓
Education Maintenance Allowance					✓	✓
SCQF Ready Reckoner				✓	✓	✓
S1 Library Letter	✓					
S1 Responsible Use Policy ⁽¹⁾	✓					
Locker Application Form and Rules ⁽²⁾	✓	✓	✓	✓	✓	
Information about Head Lice	✓					
ScotXed Information	✓	✓	✓	✓	✓	✓
School Dress Code	✓	✓	✓	✓	✓	✓
Information about photographing your child	✓	✓	✓	✓	✓	✓
Information about School Meals	✓	✓	✓	✓	✓	✓
Information about Cashless Catering	✓					
Information about Absence Call System	✓	✓	✓	✓	✓	✓
James Gillespie's Trust Leaflet	✓	✓	✓	✓	✓	✓
Important School Council Dates	✓	✓	✓	✓	✓	✓
Help My Child Is Going To Big School	✓					

(1) This will be distributed through PSE classes for signature and return

(2) These will distributed through PSE classes for signature and return