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Contact

Our ref

Your ref

Date 15th August 2016

Dear Parent/Guardian

### **Important Information for Academic Session 2016/17**

We would like to take this opportunity to welcome all our new S1 pupils and parents. We hope that 2016/17 will be a successful year for all our pupils.

All of the following information can be found on our website, which we would encourage you to check on a weekly basis at [www.perthgrammar.org.uk](http://www.perthgrammar.org.uk)

1) Reports and Parents' Evenings: For your information please find below the important dates for S1 pupils.

Activity	Date
S1 Settling In Report	Tuesday 4 <sup>th</sup> October 2016
Contact Evening	Wednesday 30 <sup>th</sup> November 2016
Full Report	Friday 12 <sup>th</sup> May 2017

At Perth Grammar School we use an online booking system to allow parents to make the appointments to see staff. Instructions of how to do this will be sent nearer the time of the contact evening.

If you have any queries with your child's report please do not hesitate to contact their Guidance Teacher.

2) Group Call Text Messaging: One of our main forms of communication with parents is through our text messaging system called Group Call. We regularly send reminders for events such as Parents' Evening and this will be our main way of contacting you if the school has to close for any reason. However, we also send messages to parents for the following reasons:

- If your child has not turned up to school by 10am and we have not received a phone call to explain this absence
  - If your child has attended detention on that day or is due to attend detention the following day
- It is vitally important that we have your correct details in order to be able to contact you, therefore, if you change your mobile number at any time please contact the school with the new details.

It is also vitally important that you contact us if your child is not going to be at school or they are going to be late. This can be done by calling 01738-472888.

3) Group Call Emails: Our other main form of communication is to send a group email to parents on a weekly basis with information about what is happening in the school. Please ensure we have your email address so that you can receive this information.

4) Consent Forms: At Perth Grammar School we run a number of trips out of school. These include trips for subjects, for example Science or Music trips, as well as a lot of PE trips for football, hockey etc. We would like you to complete and return the attached consent form by **Friday 26th August 2016**. This will be held on file for the whole year. Any trips which involve visiting foreign countries, long distance, for example Alton Towers or require different information from you will require another consent form to be completed.

You will still be informed of the trip by the teacher in charge, giving the same details as before, however, we are asking you to ensure that any changes in contact details, including emergency contacts, are given to us straight away so we can change our records.

5) Online Payments System (Parent Pay): We are now using the online payments system for all foreign trips, trips over £10, Home Economics and dinner money. An activation letter is enclosed in the packs for parents to follow to set up accounts within Perth Grammar School.


6) Annual Data Check Form: We want to ensure our information is up to date and would be grateful if all parents could check, amend, sign and return the form by **Friday 26th August 2016**.

7) Parent Council: At PGS we have an active Parent Council but we would like to encourage more parents to get involved. Our Annual General Meeting is being held on **Tuesday 13<sup>th</sup> September at 6.30pm** and we would welcome all parents to attend.

8) School Photographs: Your child will have their photograph taken on **Monday 12th September 2016**. They will be given a sample to bring home for you to order. For this occasion pupils MUST wear a white shirt and school tie. Pupils will be asked to remove any tops, jumpers or cardigans.

9) Midyis Tests: In this pack you will find an information letter about the upcoming tests S1 pupils will undertake in week 2 of the new term.

Yours sincerely



F Robertson  
Head Teacher