



Portobello High School
1 Milton Road
Edinburgh
EH15 3BY
Tel: 0131 669 2324

Head Teacher: Greg McDowall

Dear Parent / Carer

3 June 2024

Information Evening for P7 Parents and Carers

I am writing to remind you that our S1 information evening will take place this Monday 10th June 2023 from 6.30 – 7:45pm. We are looking forward to meeting as many parents/carers as possible!

We plan to use the evening to answer the questions that were submitted by you earlier this year. We will also take the opportunity to introduce some key staff as well as confirm the arrangements for this year's P7 transition visit which takes place from Tuesday 18 June – Thursday 20 June 2023.

For those of you that are not able to attend the information evening, we hope the outline below of the 3-day visit will be useful.

Tuesday 18 June

Arrival

Our new S1 (Current P7) should arrive at Portobello HS main entrance, off Milton Road for 8:30am. They will then be taken to the assembly hall where they will be welcomed by our Head Teacher, Mr McDowall, before meeting their new class.

Period 1 - Forms – Enrolment Pack

During period 1 our young people will meet their Pupil Support Leader and House Team Captain as well as receiving an enrolment pack and their new school timetable. We ask that the pack is completed and returned the following day.

Period 2 until end of day on Thursday

With the help of our S6 helpers, our new S1 will follow their school timetable for the remainder of the day. Our wonderful S6 helpers will be ensuring everyone gets to class safely without getting lost!

Break & Lunch

Our new S1 will get access to the canteen in advance of the rest of the school during their visit – 5 mins early at break and 10 mins early over lunch. We normally operate a cashless catering system (further information is included in the enrolment pack) however, during the 3-day transition visit our new S1s will receive a free meal. It is also possible to bring a packed lunch which can be enjoyed in the canteen or at one of our outdoor seating areas. We are encouraging our S1 learners to bring a snack with them for morning break although there will also be a selection of food choices available at this time from the canteen. Young people choosing to get a snack from the canteen will need cash to pay for this.

Throughout the 3-day visit we are requesting that our new S1 young people always remain on site, including break and lunch times, so that we can be assured of their safety.

Staff Supervision

Our staff leadership team will be out at break and lunch and will be easily identifiable by their Hi-Vis jacket, so there will always be a member of staff on hand should any support be required.

Start and end of the day

Our new S1 should go straight to the Assembly Hall at 8:30am each morning. They will then finish 10 mins before the rest of the school at the end of the day – 3:15pm. Travel to and from the school during the 3-day visit is the responsibility of families.

PE Kit

Whilst it may not be required on the first day, we do ask that all young people bring PE kit with them on the first day of the transition visit so that they can take part in PE if this is on their timetable. Please note PE will not include swimming at this time so the usual PE kit from primary will be sufficient.

Medical Information

In the move to high school we need our pupils to become more responsible for taking, and in some instances, carrying their own medication.

- Asthma – two inhalers should be brought into school, one to be carried by the pupil at all times the other will remain in the medical room.
- Allergies – if using an adrenaline pen, two should be brought into school, one to be carried in the pupil's bag and the other one will remain in the medical room.
- Diabetes – testing kit/supplies – glucose tablets etc – the pupil will carry some of this themselves – they will also leave a supply in the medical room.
- All other medication – if your child requires to take any other form of medication during the school day, we will ask them to hand this in at the start of the 3-day transition and, as with all other medication, it will be returned at the end of the day - 20 June.

Finally, if you are planning to come to the Information Evening on Monday 10th June from 6:30pm – 7:45pm, can I please remind you that this is for **parents and carers only** and that due to space, our new S1 learners should not attend.

We look forward to welcoming you and your child into our school soon.

Best wishes



Luke McAllister

Depute Head Teacher