

# Viewforth High School

Windmill Community Campus, Windmill Road, Kirkcaldy, KY1 3AL

Head Teacher: Lisa Moore

Depute Head Teachers: June Greig, Alistair Stewart, Jack Wilson



Dear parents and carers.

16<sup>th</sup> August 2021

I hope this letter finds you and your families well, having enjoyed the summer holidays. We are very much looking forward to welcoming our pupils back to school on Wednesday and are especially looking forward to meeting our new S1 pupils.

## Return to school

When the bell rings for registration, S2 – S6 pupils should enter the building via their House door (Craigendal – main pupil entrance, Fidra – assembly hall/drama door and MacGregor – PE door). Pupils are not permitted to enter or exit the building via the community entrance unless required to for accessibility reasons. All pupils will be issued with copies of their timetable and will take part in a pupil induction, detailing health and safety mitigations and standards and expectations for the coming session.

Our S1 pupils will be met in the playground by our School and House Captains and members of the Senior Leadership Team. The S1 pupils will meet key staff, take part in a pupil induction and be given a tour of the school before attending their new classes. The pupils will be escorted around the school by our senior pupils so please don't worry about getting lost. All S1 pupils will also be issued with their timetable and their VHS school tie when they arrive on Wednesday.

## Health and Safety

We are returning to school with the same health and safety mitigations in place as last term. This means that the following must be adhered to:

- All staff and pupils will continue to wear face coverings in school (unless they are exempt)
- Regular hand washing and/or sanitising of hands
- Pupils and staff will wipe down workstations at the beginning and end of lessons
- The one-way system within the school will remain in place
- No visitors will be allowed in school for at least the first six weeks of term
- Test and Protect contact tracing will still be carried out if any staff or children test positive
- It is recommended that secondary aged children and staff continue to participate in the Lateral Flow Test programme twice per week
- It is also recommended that all those over 16 get vaccinated as soon as possible

## Uniform

Full school uniform is expected, and we appreciate your support in ensuring all pupils are appropriately dressed for school. Please refer to the letter sent last term or our school website for more information. A reminder that hooded tops and jeans are not part of our school uniform. If you require support with school uniform or have any questions, please don't hesitate to contact your child's Guidance Teacher (details at the end of this letter).

## Timetables

Timetables were posted to all pupils during the school holidays and another copy will be issued on Wednesday. If your child has any questions about their timetable or courses they should speak with Ms Greig who will endeavour to resolve any issues asap.

## Timings of the school day

A reminder that we are moving to a single lunch and the times of the school day are detailed below. For the first few days, S1 pupils will have additional time at interval and lunch to ensure they are confident in accessing our café area.

Registration	8.46 – 8.55am
Period 1	8.55 – 9.40am
Period 2	9.40 – 10.25am
Interval	10.25 – 10.40am
Period 3	10.40 – 11.25am
Period 4	11.25 – 12.10pm
Period 5	12.10 – 12.55pm
Lunch	12.55 – 1.40pm
Period 6	1.40 – 2.25pm
Period 7	2.25 – 3.10pm

## Drop off and collection

If you are dropping off or collecting your child from the campus, please use the identified drop off point and not the car park. This will help to ease congestion and promote safety in the car park.

### Guidance staff

Your first point of contact in school to discuss matters related to your child or family is your child's Guidance Teacher. Please don't hesitate to make contact:

- Craigendal – Mrs Robertson
- Fidra – Mrs Edwards
- MacGregor – Mrs Hughes

### Family Support Worker

Our Family Support Worker, Jackie Meek, works closely with families who may require additional support. This takes many forms including financial, emotional and family support as well as providing advice and guidance in supporting your child to attend school. If you wish to speak with Jackie, you are welcome to call her on 07834 171806.

### Parent Council

Our Parent Council play an active role in supporting the life and work of the school. You can find more information about the Parent Council on our school website and if you are interested in joining or finding out more, please contact our Chairperson, Alex Tomlinson, by emailing [viewforthparentcouncil@gmail.com](mailto:viewforthparentcouncil@gmail.com).

### Keep up to date

A great way to keep up to date with what is happening at VHS is to follow us on Twitter @ViewforthHS or Facebook Viewforth High School. You can also view information on our school website [www.viewforthhighschool.co.uk](http://www.viewforthhighschool.co.uk).

You can contact us by phone on 01592 583408 or via our email address [viewforthhs.enquiries@fife.gov.uk](mailto:viewforthhs.enquiries@fife.gov.uk).

Please continue to look after yourselves and stay safe.

Yours faithfully



Mrs Lisa Moore  
Head Teacher

