



Dear Parents, Carers and P7 Pupils,

3-day visit: Tuesday 17th – Thursday 19th June, 2025

We are very much looking forward to welcoming you to Craigmroyton Community High School for your 3-day visit.

Our teachers are working hard to ensure that everything is in place for your arrival. They have been in regular contact with your primary schools and P7 teachers to gather and share information so that we can support you in the best way possible.

We have included some additional information below for you and your parents/carers, which we hope you will find useful.

We look forward to seeing you very soon!

Mrs Sarah Ellis

Depute Headteacher, Pupil Support

Key timings and support information

Free breakfast! Young people are welcome in the school building from 8am where we provide a free breakfast (toast, bagels, crumpets) to anyone that would like this. This will continue after the summer and is available to all, every day.

Arrival time: Lessons starts at 8.30am. We suggest that young people arrive for 8.15am (or before) so that we can welcome them into the school, and they can meet key staff and senior pupils who will support them to and from classes, throughout their three days. Where possible, primary school staff will also be present on the first morning to provide reassurance and support your young person with any issues.

Support to and from classes: Our new S1s will be collected 5 minutes early from each class by senior buddies. This will allow them to travel to classes before others and avoid large crowds.

Early lunch – 12.50-1.40pm – S1s will finish their period 5 class 10 minutes early, to allow them to access the dining hall ahead of the rest of the school. They are allowed to go outside but must remain within the school building. We do not allow our new S1s out to the local shops, on the 3-day visit, for their own safety.

Young people are welcome to buy food at our canteen, using cash. Any young person entitled to a Free School Meal should give their name to the canteen staff and this will be





provided. Primaries will provide us with a list of names ahead of the visit. Young people are also welcome to bring a packed lunch if they would prefer.

Lunchtime activities – our Pupil Support Leaders (Guidance Teachers) will be in the Assembly Hall each lunchtime and there will be opportunities for new S1s to take part in House activities, on their allocated day. We very much hope you will take part!

Format of the 3-days:

Our aim for the 3-day visit is to give our new S1s as much time in their timetabled classes as possible. This allows them to experience our different subject areas and meet most of their new teachers. There will be an opportunity to meet their Guidance teachers at lunchtimes.

Timetables will be issued to young people during the welcome assembly on the first day. We will explain to young people how to make sense of these timetables before they are escorted to their classes. The senior buddies will remain with them throughout the 3 days.

The format and timings of the 3 days is below:

	Tuesday 17 th June	Wednesday 18 th June	Thursday 19 th June
Period 1 (8.30-9.20am)	Welcome Assembly and timetables issued	Attend timetabled class	Attend timetabled class
Period 2 (9.20-10.10am)	Attend timetabled class	Attend timetabled class	Attend timetabled class
Period 3 (10.30-11.20am)	Attend timetabled class	Attend timetabled class	Attend timetabled class
Period 4 (11.20-12.10pm)	Attend timetabled class	Attend timetabled class	Attend timetabled class
Period 5 (12.10-12.50pm)	Attend timetabled class	Attend timetabled class	Attend timetabled class
Lunchtime (12.50-1.40pm)	Lunchtime activities – Arran House	Lunchtime activities – Bute House	Lunchtime activities- Mull House
Period 6 (1.40-2.30pm)	Attend timetabled class	Attend timetabled class	Attend timetabled class
Period 7 (2.30 – 3.15pm)	Attend timetabled class	Attend timetabled class	Celebration Assembly!





Dismissal at the end of the day – Young people will be dismissed at the end of each day at 3.15pm. They will not be collected by their primary teachers and they are not expected to return to their primary school. Please make sure that your young person knows what to do at the end of the day and how to get home safely.

Additional information

Uniform

Young people should attend the 3-day visit in their primary school uniform. This makes them easily identifiable and allows us to contact primary staff quickly, in the unlikely event that there are any issues.

iPads

We ask that young people bring their iPads into school every day of the 3-day visit. We know that they are used to keeping these in primary school, however the expectation at secondary is that they bring them to and from school themselves. This will be good practice for them! Please remember to bring them fully charged.

Phones

We strongly recommend that S1 pupils leave their phones at home. Should S1 pupils bring their phones into school, they must be out of sight during lessons. If they use their phones during lessons, they will be asked to put them away. If they are brought out again, they will be asked to hand these in and they can be collected at the end of the school day. Parents/carers will be notified by text message if this occurs.

Absence

We very much hope that your young person attends all 3 days of our transition. We appreciate, at times, a young person may be absent from school due to unforeseen or unavoidable circumstances. **If this is the case, we require parents and carers to inform the school by calling us on 0131 477 7801 and leaving a message.** Please detail the reason for the absence and expected duration.

Medication

If your child is on any medication, this will be brought to us by the primary staff ahead of the first morning of the 3-day visit and stored securely in our medical room. Primary staff have shared details of the young people who are currently medicated and can provide our medical staff with more information. Our medical PSA will be in touch with families to ensure Healthcare Plans are completed for those requiring them.





Main school contacts

If you would like to contact secondary staff at Craigroyston, during the 3 day-visit, the key staff and contact details are below:

Main office: 0131 477 7801

S1 Transition Depute Headteacher: Mrs Sarah Ellis sarah.ellis@craigroyston.edin.sch.uk

Pupil Support Leaders (Guidance teachers):

Arran House: Mr Duncan Black Duncan.black@craigroyston.edin.sch.uk

Bute House: Mr Craig Yardley craig.yardley@craigroyston.edin.sch.uk

Mull House: Mrs Helen Hunter helen.hunter@craigroyston.edin.sch.uk



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