



**CRAIGROYSTON**  
Community High School, Edinburgh

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**Head Teacher: Mrs S McLaren**

29/05/26

Dear Parent/Carer,

### **Change of Timetable – Monday 1<sup>st</sup> June**

As you will be aware, on Monday we are moving to our new timetable. We are very much looking forward to seeing all our new S5 and S6 pupils back to school fully and excited to start our new courses with our new S2, S3 and S4 pupils.

On Monday morning at 0830, all S2 and S3 pupils should go directly to their classes. S4, S5 and S6 pupils should go directly to the assembly hall.

The assembly will last for periods 1 and 2 and the following will be addressed:

Welcome to Senior Phase/Expectations	Mrs McLaren (Headteacher)
Attainment Explained	Mr White (DHT)
Pathways and Opportunities	Mrs Frew (Acting DHT)
Houses /Attendance	Ms Stewart (DHT)
Pupil Leadership Team/UCAS	Mrs Grant (CL English and Literacy)
S6 Volunteering	Ms Marr (Teacher of Languages)
iPads/Class Charts/Electives	Mr Glen (Teacher of RE)
Recoursing/Timetables	Ms Dunlop (Acting CL/Teacher of Social Subjects)

New S2 and S3 pupils were given their timetables yesterday. We will try and put out as many as possible today to those who didn't pick them up yesterday, but they can also pick them up from the desk at the entrance of the school on Monday if they do not yet have it.

After assembly, Pupil Support Leaders will give out S4, S5 and S6 timetables to pupils.

On Monday, Miss Cameron, Miss Dunlop and Mrs Coyle will be doing recursing. This will take place in the Social Subjects staff base. This may be for young people who need recoured following a change in staffing or indeed who need recoured because their subject or level is incorrect. The teachers will call the classes for pupils to be recoured; otherwise, they should remain in the class that is on their timetable.

We are ensuring that high expectations are set from the beginning of the year and this includes the following:

- attending school and being on time
- attending all timetabled classes – no wandering or sitting in the corridor
- jackets should be off in class
- hats, caps and hoods should not be worn in school

- young people should try and use the toilet at breaks and lunches if possible
- all phones should be away during class time and will not be required for any lessons
- young people should bring their iPad to school every single day

There will be a change to school uniform in summer, with every young person expected to wear it. However, in the interim please ensure that all young people wear something appropriate for school. Whilst the weather is hot, we'd ask that young people are not wearing belly tops although shorts and t-shirts are absolutely fine.

There will also be a change to our mobile phone policy from summer. In the interim, phones should be away and out of sight and not be used in classes. If young people continue to do this, teachers will follow the school behaviour policy.

Attendance is going to be a key focus and priority as we move into next session, and this includes lates. A new process will be in place from the new term and there will be more to come on this, but in the interim please note the following:

- young people should arrive for 0830 – if they are late after this they will be marked as late
- periods 1, 3 and 6 - if a pupil arrives after the bell, they will be marked as late and a text will go home
- if a pupil is late for school three times parents/carers will receive a call and a meeting set up

I would like to say a huge well done to all our pupils who were sitting Qualification Scotland exams this session – we are so proud of you and have no doubt that you will do incredibly well!

I would also like to say thank you for all the support you have given me personally, and the school, this year. It has been very much appreciated.

If you have any questions about anything, please do not hesitate to email me at

[Shelley.McLaren@craigroyston.edin.sch.uk](mailto:Shelley.McLaren@craigroyston.edin.sch.uk).

Thanks so much!

Kind regards,

Shelley McLaren  
Headteacher



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 **C**ourage | **C**ompassion | **H**igh Expectations | **S**olidarity