



CASTLE DOUGLAS
HIGH SCHOOL

P7 Information for Parents/Carers

Contact Information



School Office – 01556 502821

School Office Email – gw08officecastle2@glow.sch.uk

Headteacher – Mr Foster – gw12fosterstephen@glow.sch.uk

Depute Headteachers

Mrs Cook (S1/S2) – gw07cookalison@glow.sch.uk

Mr Cathro (S3/S4) – gw08cathroalister@glow.sch.uk

Mr Williams (S5) – gw11williamschristop@glow.sch.uk

Mr Aitken (S6) – gw07aitkendavid2@glow.sch.uk

Principal Teachers of Pupil Support

Mrs Cathro (Kelton House) – gw08cathrosusan@glow.sch.uk

Mrs Fulton (Solway House) – gw12fultonjulia2@glow.sch.uk

Mrs Clive (0.6 Threave House) – gw08clivesara@glow.sch.uk

Mr Ingram (0.4 Threave House) – gw21ingrammark@glow.sch.uk

Principal Teacher of Additional Support Needs

Mrs Irving – gw08irvingalison@glow.sch.uk

If you are not sure who you need to speak to then please contact the school office and they will direct your call to the right person.

Parent Council

Meets usually once per term
Representative of each year group and all pupils
Parents of new S1 welcome to join
Chair of Parent Council is Mrs Shani McMiken
Minutes are available on the website [Castle Douglas High School](http://www.castledouglashighschool.co.uk)

Facebook



The Castle Douglas High School Facebook page is used to share information and celebrate the achievements of our young people.

School Website

www.cdhs.info but is currently being moved over to GLOW Blogs. We will keep you updated as to when this goes live!

Important Dates

Reports

September – Settling in Letter

November 30th – S1 Parents' Evening

January – S1 Tracking Report

May – S1 Tracking Report



Homework



Pupils and Parents/Carers can download the app on a mobile phone or access Satchel One on the GLOW Launch Pad.

Used by staff for setting homework tasks or reminding about Assessments.

Pupils and parents/carers will receive notifications/reminders of homework due.

Informing parents/carers that learning conversations have taken place
Pupils should read every night.

We will issue you with a code for access in the first few weeks in August.

Mobile Phones/Responsible Use of IT

All young people sign a 'responsible use of IT' agreement. CDHS is a 'no phone zone' - Mobile phones must be switched off in class and stored in 'Photel' or kept in bags.

Staff may permit young people to use phones in class for a learning activity – we trust they will do this responsibly.



Consequences of not using IT/Phones responsibly will have privilege withdrawn.

Phones should not be out in-between classes or used inside the school building at breaks or lunchtimes
'See it, hear it – lose it!'

Please keep an eye on what your child is doing online. The following websites offer advice for parents/carers:

<https://www.parentclub.scot/topics/online-safety>
<https://www.thinkuknow.co.uk/parents/>

Parent Portal

All parents should sign up to parent portal for a fast and efficient way of receiving important information from the school. You will be issued with instructions on how to do this. Please email enquiries to:

gw23holdsworthstepha@ea.dumgal.sch.uk
(Working hours Mon, Tues & Weds)

Times of the School Day

Period 1	8.50am – 9.35am
Period 2	9.35am – 10.20am
Check In (Tutor time/ PSE/Learning)	10.20am-10.35am
Interval	10.35am – 10.50am
Period 3	10.50am – 11.35am
Period 4	11.35am – 12.20pm
Period 5	12.20pm – 1.05pm
Lunch	1.05pm – 1.50pm
Period 6	1.50pm – 2.35pm
Period 7	2.35pm – 3.20pm

What to do if my child is going to be absent?

Advise via Parent Portal, phone or email the school office between 8.30am – 8.50am if your child is going to be absent or has an appointment.

If your child is absent and we have not heard from you, you will receive a group call from the office which you should respond to.



What if my child feels unwell during the school day?

They should inform their class teacher who will send them to the office. They will be checked by a member of staff to see whether they need to be sent home or not.

Uniform

Black trousers or skirt (black jeans ok but not leggings)
White shirt or polo shirt
School tie
Black jumper, cardigan or hooded top (without logos)
Black trainers or shoes



PE Kit

Shorts, leggings or jogging bottoms
T-Shirt
Sweatshirt or hooded top
Trainers
No football tops

Equipment

School Bag
Pens/pencils/ruler/rubber/sharpener/calculator (can all be borrowed from teachers in class if necessary)
Tub for HE when cooking
PE Kit



Lunch

Our school is a 'Nut Free Zone' as we have several young people with severe allergies. You should not send your child to school with any kind of nuts or nut products (e.g. Peanut Butter sandwiches). **It should be noted that chocolates such as Celebrations and Heroes include nuts and should not be brought to school.**

A meal deal costs £2.40 and this gets a hot meal/sandwich/wrap with a drink and a snack. Young people can buy snack at break time and don't have to wait until lunch to buy everything.

Young people can bring a packed lunch and eat it with their friends who get school meals.

There is no pre-ordering at high school. Lunch menus are on display in the canteen daily.

Cashless payments such as Young Scot Card, Bank Cards, Mobile Phone Banking can all be used and the canteen also accepts cash payments.

Clubs and Activities



There are a number of clubs and activities on at lunchtimes and after school. Your child will get an information leaflet after they start in August and announcements about clubs and activities are made in the daily pupil notices and are displayed on the information board in the main foyer.

Medication Storage

If your child needs medication kept in school, it can be stored securely in the school office (once relevant paperwork has been completed). Any pupils with health care plans should keep pupil support staff updated if there are any changes to the plan. Please ensure that the medication we store is in date.

School Transport

How do we know if our child is entitled to school transport? - [Near Me](#)

- How do we get a bus pass? – These will be sent to the school for distribution for August 2026
 - Where does the bus pick up? – This will depend on bus and location, this information will be provided to parents by transport when they write to you in the summer to advise of buses.
 - What time does the bus pick up? – As above
- Will p7 pupils get school transport for the induction days 24th - 26th June? – This is not guaranteed as there may not be space on the specific bus the pupils wait for. School transport allocates bus sizes within the summer holidays ready for August 2026 start.

