



## Jamus Macpherson

**Rector**

Keith Grammar School | School Road | Keith | Moray | AB55 5GS

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✉ [admin.keithgrammar@moray-edunet.gov.uk](mailto:admin.keithgrammar@moray-edunet.gov.uk)

🌐 [www.keithgrammarschool.co.uk](http://www.keithgrammarschool.co.uk)

🐦 @KeithGrammar; @kgsRector



**Laurence Findlay**

*Corporate Director (Education and Social Care)*

### New Timetable Information

As you will be aware all Secondary Schools in Moray are adopting a new timetable structure with the timings outlined on the next page.

As times are not changing until August we will have to make some alterations to our day from change of timetable on Tuesday 5 June until the end of term on Friday 29 June.

Period Timings for June 2018 only					
Period Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.45-9.45	1	1	1	1	1
9.45-10.45	2	2	2	2	2
10.45-11.00	Interval	Interval	Interval	Interval	Interval
11.00-11.55	3	3	3	3	3
11.55-12.50	4	4	4	4	4
12.50-13.40	Lunch	Lunch	Lunch	Lunch	Lunch
13.40-14.30	5	5	5	5	5
14.30-15.20	6	6	6	6	6

There will be alterations to individual timetables to minimise the impact of not having Period 7. Students will be informed of this as well as arrangements for Friday 6 which will not exist come August.

A variety of activities will be taking place throughout June: -

Wed – Fri, 13 - 15 June	P7 Induction Days
Wednesday 13 June pm	P7 Parents' Information Session
Friday 15 June	"Hooked" Production – current S1 Parents will receive details shortly
Wednesday 20 June	Sports Afternoon (all afternoon)
Friday 22 June	Sponsored Activities afternoon – details to follow
Friday 29 June	End of term, school closes at 2.20pm

## New Session 2018-19

School reopens for students at 8.45am on Tuesday 14 August.

Period Timings from August 2018					
Period Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.45-9.35	1	1	1	1	1
9.35-10.25	2	2	2	2	2
10.25-10.40	Interval	Interval	Interval	Interval	Interval
10.40-11.30	3	3	3	3	3
11.30-12.20	4	4	4	4	4
12.20-13.10	5	5	5	5	5
13.10-14.00	Lunch	Lunch	Lunch	Lunch	Lunch
14.00-14.50	6	6	6	6	
14.50-15.40	7	7	7	7	

You will notice that the school day ends at 3.40pm Monday through Thursday with an earlier finish on Friday. Transport arrangements will be altered to match these times with buses leaving KGS at 3.45pm Monday through Thursday and at 1.40pm on Friday.

### Punctuality

You will also notice that there is no longer Tutor Time first thing in the morning with subject classes starting at 8.45 so it is even more important that young people arrive in good time and properly prepared for learning.

### Pupil Absences

This is also a good time to update you on our pupil absence arrangements.

**If you know in advance your child will be off school you must:**

- Send an email to [admin.keithgrammar@moray-edunet.gov.uk](mailto:admin.keithgrammar@moray-edunet.gov.uk) providing full details of the reason for absence.

Or

- Write a note to your child's Guidance Teacher. This note should be handed in to the School Office.

**If your child is going to be absent at short notice you must as soon as possible by 8.30am:**

- Send an email to [admin.keithgrammar@moray-edunet.gov.uk](mailto:admin.keithgrammar@moray-edunet.gov.uk) providing full details of the reason for absence.

Or

- Telephone the school answering service on 01542 880171 with full details of your child's absence and who is making the call.

Or

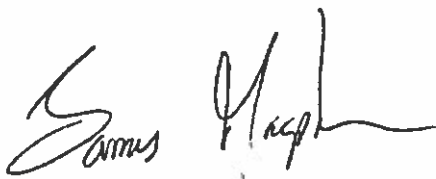
- Write a note to be handed in to the School Office on return to school.

If your child is absent without us being notified of it you will be contacted by text through the school attendance system. Please confirm the reason for absence by replying to the text or by calling the school on 01542 882461.

If the absence is likely to be long term please contact your child's Guidance Teacher. If there is a significant event affecting your child's wellbeing such as a death in the family, please contact their Guidance Teacher whether they are absent or not.

Thank you all for your ongoing support of the school and your child as we work together to provide the best possible learning opportunities for all at Keith Grammar School.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jamus Macpherson'. The signature is written in a cursive style with a large initial 'J' and a long horizontal flourish at the end.

Jamus Macpherson  
Rector