

WELCOME

Welcome to Whitelees Primary School, we hope you will love being a part of the Whitelees team!

It's always difficult moving to a new school but we are confident we'll be able to assist your child in settling into their new environment and making new friends. You can feel confident that they will experience success and happiness as a pupil of Whitelees Primary School.

We pride ourselves on being welcoming, caring and inclusive and have a long history of outstanding educational provision and enjoy a thriving supportive school community.

We look forward to working in positive partnership with you as a member of Whitelees School Community.

To make your transition as easy as possible this guide contains all the information we think you'll need to become a part of the Whitelees team and keep informed. In this age of modern technology we are a forward thinking school using this to the best advantage to keep you informed.

COMMUNICATION

We are an eco-school and as such we try to keep our use of paper to a minimum by utilising various methods of communication. Hard copies of correspondence are not sent home unless they contain a return slip.

We communicate with parents using Groupcall Xpressions, Twitter, Class Dojo and our website.



Groupcall

Groupcall Xpressions is an app which is free to download to your mobile phone or tablet. You can register using the email address and mobile number the school has on record for you. Once registered you will receive emails and notifications from the school. You can view information on multiple children within the same app.

This is an excellent system with many advantages not least ensuring all correspondence goes directly to your mobile phone or inbox and not into school bags and trays!



Twitter

This is the quickest, easiest option we have at our disposal where you can find the most up to date information. You can find us [@WhiteleesPS](#). Our Parent Council also have a Twitter page [@WhiteleesPF](#). Please inform us immediately if you do not wish your child's photograph to appear on social media.



Website

You can find more detailed information on our website which contains all general school information, newsletters, correspondence, class updates and current up-to-date events to name but a few. Our website address is www.whitelees.n-lanark.sch.uk. Please feel free to have a look.



Class Dojo

We also operate a Class Dojo system where the Class Teacher can communicate directly with you. This is a free to download app. All you need is a code from the Class Teacher and you can register to receive all communication directly from your child's class.



Newsletter

We publish Newsletters every term to keep you up to date. These will be sent out via Groupcall Xpressions and published on our website. You can expect a School Newsletter at the beginning of every term. A Class Newsletter will also be available on Class Dojo at the beginning of every term.



School Lunches

We operate a cashless system in Whitelees. Children use cards to buy their lunch which can be topped up using our reval machine in the school or, more conveniently, our online system Ipayimpact.

You can use Ipayimpact to top up your child's card, check their balance, pay for school trips and view their purchases online. This is by far the easiest, most convenient way to ensure your child always has money on their card when required.

To register for Ipayimpact you will require a unique code which the school office can provide for you. Once registered you can use the system for all of the above transactions.



Mobile Phones

We would rather children didn't bring expensive mobile phones to school but we understand parents may feel reassured that they can contact their child and more importantly their child can contact them should the necessity arise. To this end our policy is the all mobile phones **must** be switched off once children arrive in the school playground and they **must** not be used to take photographs within the school playground or building. Once in class mobiles should be handed to their Class Teacher who will lock them away until before 3.00pm when they will be returned to pupils.



Staff Car Park

Our car park is for **staff use only**. For the safety of all children please refrain from using the car park for picking up and dropping off at any point in the day.



Attendance

Whitelees Primary places great importance on regular attendance and good timekeeping. If your child is absent from school you should contact the school office before 9.30am to let them know the reason and anticipated return. This will ensure your child receives the correct absence mark. If a child is absent from school and we do not receive a phone call you will be contacted by text asking you to call the school as part of our pastoral responsibility to establish the nature of the absence.



Appointments

Whilst we would encourage appointments outwith school hours we know this is not always possible. If your child has an appointment during the school day a copy of the appointment letter should be handed into the school office. This will ensure your child receives the correct absence mark. No child will be allowed out of school unless collected by an adult.



School Uniform

School uniform can be purchased from Scotcrest, 62 Clark Street, Airdrie ML6 6AP. Tel: 01236 768686



WHITELEES PRIMARY SCHOOL

PARENT GUIDE TO JOINING THE WHITELEES TEAM



Explore, Discover, Understand

