

School Lunches

We operate a cashless system in Whitelees.

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 did not 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 that 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 where they will be kept safely in a locked box until 3.00pm, at which point they will be returned to the children.

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, this includes Breakfast Club.

On occasions, the gates will be closed between 9.00am and 9.30am and again between 2.30pm and 3.00pm.

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.

We review attendance and late comings on a monthly basis. If there are regular absences and/or late comings, a member of the Management Team will contact you for a pastoral call and to see if we can offer any support. If absences and/or late comings continue, then we may send a letter informing you of your child's absence and late coming statistics. We will always work in partnership with our parents and carers to ensure we are meeting the needs of all children.

Appointments

Whilst we would encourage appointments out with 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

Uniform consists of a royal blue jumper/cardigan, white shirt, tie and black/navy trousers. Uniform does not need to be Whitelees branded but if you wish to purchase Whitelees items, this can be done via Scotcrest. Visit Scotcrest online or call 01236 768686.



WHITELEES PRIMARY SCHOOL &
NURSERY CLASS

JOINING TEAM
WHITELEES &
COMMUNICATION



Telephone: 01236 794814

Email: enquiries-at-whitelees@northlan.org.uk

Website: www.whitelees.n-lanark.sch.uk

Twitter: @WhiteleesPS

WELCOME!

Welcome to Whitelees Primary School and Nursery Class, we hope you will love being a part of the Whitelees team as much as we do!

We understand it can be difficult moving to a new school, but we are confident we will 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 have a positive school culture and pride ourselves on being welcoming, nurturing and inclusive. We have a long history of outstanding educational provision and enjoy a thriving and 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 information we think you will need to become a part of the Whitelees team and keep informed. As a school we have several forms of communication we use to keep you informed and up to date on all things Whitelees!

As always, if you require any further information, please do not hesitate to contact us – a member of the team will always be happy to assist.

Call us on 01236 794814 or
email us at
enquiries-at-whitelees@northlan.org.uk

Team Whitelees



COMMUNICATION

As a school we utilise various methods of digital communication. Hard copies of correspondence are not sent home unless they contain a return slip. Each method of communication described within this leaflet has its own purpose.

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!

Groupcall is used for more formal types of communication from the school and from North Lanarkshire Council. This can include information such as report cards, new class information, etc.

Twitter

Twitter is a quick and easy way to find out what is going on at Whitelees. Twitter is the main place we share pictures of the learning that takes place in classes. We also share Class Snapshots via Twitter and encourage families to share homework activities from our Family Learning Grids through Twitter too. Follow us @WhiteleesPS.

Parents Portal

This is a one stop shop for reporting absence, viewing attendance and online payments for shows, etc, amongst other things. To sign up for this, please visit the mygovscot.org website where you can create an account.

School Website

You can find more detailed information on our website which contains all general school information, newsletters, correspondence, parent guides/policies and current up-to-date events, to name but a few. Our website address is www.whitelees.n-lanark.sch.uk.

Class Dojo

We currently operate a Class Dojo system where parents and carers are able to communicate directly with class teachers. This is a free 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. Class teachers distribute new codes at the beginning of each school session, usually at our Meet the Teacher event in August/ September.

Class Dojo should not be used for communicating absences/late comings – this should always be done through the main office.

Newsletters

We publish newsletters at the beginning of every term to keep you up to date with events, dates for your diary and ongoing information. We have a whole school newsletter as well as individual class newsletters. These will be sent out via our school app and published on our website.

School App

Our school app is where we share most of our informal communication at a whole school level and also at class level. School and class events will be shared regularly. The benefit of the school app is that it is accessible by all family members and not restricted to main parents/ carers.