

Head Teacher: Ms C Macrae
Telephone number: 01506 852516
Email: wluphall-ps@westlothian.org.uk

Dear Parent/Carer,

Annual Pupil Reports - Collection

The school playground will be open on Friday 19th June to allow parents/carers to collect their child's annual report, along with any personal items and completed work.

In order to adhere to current health and safety guidance, there will be set times for you to collect reports please see details below. Social distancing measures will be in place and a member of staff will be waiting to greet you at the designated entrance on arrival.

TIME	YEAR GROUP	ENTRANCE	EXIT
9.00 to 10.00am	Primary 6	Dargai Place, back playground	Crossgreen Drive, side gate
	Primary 5	Crossgreen Drive, main entrance	Crossgreen Drive, main entrance
10.15 to 11.15am	Primary 4	Dargai Place, back playground	Crossgreen Drive, side gate
	Primary 3	Crossgreen Drive, main entrance	Crossgreen Drive, main entrance
11.30 to 12.30pm	Primary 2	Dargai Place, back playground	Crossgreen Drive, side gate
	Primary 1	Crossgreen Drive, main entrance	Crossgreen Drive, main entrance

We will group reports of those who have siblings and distribute with the oldest child's report. Any personal belongings will be available for collection too.

Staff will supervise social distancing guidelines and direct you to the appropriate exits. There will be a one-way system in operation. Please ensure you observe guidelines to keep everyone safe.

Reports for P7 will be distributed on Monday 22nd June at their Leaver Assembly. Nursery pupils will receive their report on Tuesday 23rd or Wednesday 24th June during their transition visit. Any reports not collected will be posted to home addresses.

We look forward to seeing you soon.

Yours sincerely,

Ms Macrae
Head Teacher



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