



We are looking forward to your visit with us next week, and I am sure that you are excited about your three days at high school. This sheet contains a few key points that you would need to know before you come on Wednesday.

If you will be coming to school by bus, please speak with your class teacher if you have any concerns as to where to get the bus from and at what time. The bus drivers are aware that you will be with us on those days. When you arrive in the morning you should come in through the front door, turn right and meet at the seated area **in the canteen hall**. When the bell rings, please remain there, where we will do the registration.

**Wednesday  
Periods 1& 2**

You will:

- i) meet your support teacher and the S6 Buddies.
- ii) receive your school timetable and your new Chromebook\*
- iii) be shown round the new school.
- iv) be shown how to purchase food from the canteen.\*\*

*\*P7 class teachers will have already given new S1s their login details before Wednesday.*

*\*\*Anyone wishing to buy food/drinks must bring money with them and you will be shown how to load it on to your account.*

*Please see the accompanying sheet with regards to the canteen.*

**Interval and lunchtime**

All S1 pupils remain in school, so you should either have money to buy a school lunch or bring a packed lunch from home if you prefer. You will get an early lunch each day at 1.00pm.

**Periods 3-7**

Following your timetable and attending allocated classes.

**3:35pm**

You will make your way home or to the bus. Your buddy will help you if you are unsure which bus to get on.

**Thursday**

Following your timetable all day. You should ensure you are in the class for morning registration by 8.55am. If you arrive late, report to the reception to register. In your P1 class you will be shown the Daily Information, which pupils check for news and updates at the start of each school day.

**Friday**

Follow timetable periods 1 and 2. P3&4, pupils should report to the games hall for final activities. At Period 5, all new S1 pupils will go to the Venue for an assembly. There is a grab and go lunch service available from the canteen on Friday's. You must order this at break time on Friday and it can be collected from the school reception at the end of the day.

- Please wear your Primary School sweatshirt during the transition days. Bring your bag, pen, pencil and money for the canteen or, if you prefer, food from home. You will need to bring your PE kit each day.

😊😊 **We look forward to welcoming you next week** 😊😊

**Mr Breen, Head Teacher**

**NOTE TO PARENTS  
Thursday 6.00 – 7.30pm**

There will be a meeting for Parents in the High School Venue, where you will receive a tour of the school and get further information about the canteen, school procedures, etc.

## Introduction to School Meals in Secondary Schools

Dear Parent / Guardian -

Your child will soon be attending a Secondary School which operates a Cashless Catering System for school meals.

### Here's how it works for transition days–

- A meal account is already in place for every pupil, which can be accessed using a unique PIN which will be provided by the Secondary School on transition day. Accounts can also be accessed by a Young Scot Card (National Entitlement Card), once pupils have received them. (Applications for the Young Scot Card will be dealt with by the school.) Pupil photos will be taken by the catering staff and uploaded onto their account, for security purposes.
- Pupils must have money in their school meal accounts before they purchase food from the canteen - cash cannot be taken at the till.
- Pupils will be able to add cash to their account at the revaluation machine(s) in the school, using their PIN. Please ensure that your child has sufficient money with them for to buy lunch on the transition days (online payments **will not** be available until the new term starts in August). Revaluation machines accept notes and coins - except 1p 2p, 5p or old £5 & £10 notes.  
Cheques are also accepted and should be made payable to The Highland Council. Cheques need to be handed to the catering staff first thing in the morning to be added to the account.
- Pupils who are entitled to free school meals will have the Free School Meal allowance added to their account daily. Pupils can add further money to their meal account should they wish to.
- At the till, pupil enters their PIN and the cashier will deduct their purchases from their meal account.
- Balances can be checked at the revaluation machines at any time, and are also displayed on the tills

### August

- Online payments can be made via the Highland Council website – click on the icon **PAY > School Meals > Pay for School Meals** then follow the instructions on screen. You will need your child's 9 digit Scottish Candidate number which can be obtained from the school office or by phoning 01463 663340. This number will be given to them on the transition days.
- [https://www.highland.gov.uk/info/878/schools/9/school\\_meals/2](https://www.highland.gov.uk/info/878/schools/9/school_meals/2)

**IF YOU HAVE ANY QUERIES REGARDING THE CASHLESS CATERING SYSTEM, PLEASE CALL THE NUMBER BELOW**

### Highland Council Catering Service HQ

Ruthven House, Drummond Road, Inverness, IV2 4NZ. Tel: 01463 663340 Fax: 01463 237508



facebook

Email or phone

Password

Log In

Forgotten account?



[www.portreehigh.highland.sch.uk](http://www.portreehigh.highland.sch.uk)



Portree High School

@portreehighschool · Education

Contact Us

portreehigh.highland.sch.uk

Follow us on Facebook for regular News, Updates, Highlights and Opportunities:  
<https://www.facebook.com/portreehighschool/>