**Kirklandneuk Primary School**

**Ard Road**

**Renfrew**

**PA4 9DA**

**Tel No: 0300 300 0164**

**Interim Head Teacher: Mrs Karen MacKechnie**

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10 June 2020

Dear Primary 7, Parents and Carers,

We are delighted to be able to provide you with information regarding our P7 Leavers Event, including our Awards Ceremony which will take place on Thursday 18th June 2020.

**Groups for Thursday 18th June 2020 at Kirklandneuk Primary**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GROUP 1** | **GROUP 2** | **GROUP 3** | **GROUP 4** | **GROUP 5** | **GROUP 6** | **GROUP 7** |
| Cameron M | Kyle T | Aiden W | Dylan L | Keira C | Bradley B | Noor A |
| Harris T | Sophie R | Aiden D | Katie W | Demi L | Harrison P | Eva B |
| Kyle N | Niamh M | Ewan M | Abi S | Hayley G | Jon F | Erin G |
| Lucas M | Yazmine C | Ayden K | Emily N | Cerys W | Marcus W | Eiliyah H |
| Stewart B | Kern D | Alyshea D | Ellys M | Eilidh M | Blaire T | Maisie M |
| Evan S | Marzouq M | Elora Y | Kati-Jo B | Emma B | Jack R | Emily M |
| Zakk W | Kai D | Eleanor A | Kelsey | Ruby M | Lewis C | Eilidh R |
| Ryan T | Dylan F | Kyra B |  | Charlotte H | Ben K | Evie T |
| Maksym R | Zak B | Tasha T |  | Beth M | Devon H | Amelia M |
|  | Dean | Callum T |  |  |  | Eleanor N |

Please note pupils will use these groups for entering and exiting the building and for activities whilst in the upstairs classrooms and breakout space, to allow for social distancing to be in place.

**Important health and safety information:**

* Pupils **should not attend if they feel unwell or have any symptoms of COVID-19**
* On arrival pupils should wait in the front playground of the school and **keep at least 2m apart** from others
* On entry to the building pupils will be required to **sanitise their hands** – they can bring their own or use the stock provided by the school
* Inside the building pupils must **keep 2m apart** from others and should **avoid touching surfaces**
* **Coughs and sneezes must be caught in a tissue** and disposed of immediately
* Pupils should **avoid touching their face** with their hands

**Timetable for the day**

|  |  |
| --- | --- |
| Time | Activity |
| 9.15 – 9.30 | Group 1 and 2 enter the building |
| 9.30 – 9.45 | Group 3 and 4 enter the building |
| 9.45 – 10.00 | Group 5 and 6 enter the building |
| 10.00 – 10.15 | Group 7 enter the building |
| 10.00 – 11.00 | Activities to create Yearbook |
| 11.00 – 11.10 | Snack – this will be provided from the school |
| 11.30 – 12.15 | Awards Ceremony |
| 12.20 – 12.30 | Group 1 and 2 leave the building |
| 12.30 – 12.40 | Group 3 and 4 leave the building |
| 12.40 – 12.50 | Group 5 and 6 leave the building |
| 12.50 – 1.00 | Group 7 leave the building |

Pupils must enter the school at the doors at Room 12 and 13, where they will be met by a staff member. They will then move upstairs and wash their hands before entering one of the 6 classrooms or breakout space on the upper floor. Pupils will leave the school via the main office and will wash their hands prior to departure.

Pupils should wear their own clothes to this event, however if they have their Leavers Hoodie we would recommend wearing this. A snack will be provided from the school for all pupils to eat whilst they are here.

**Awards Ceremony**

We understand that many family members will be disappointed that they are unable to attend this event with their Kirklandneuk Primary pupil. To ensure you are able share as much as possible in the event we will be sharing the PowerPoint used via SeeSaw and the School App and photographs and short clips via Twitter on the day. The entire Awards Ceremony will also be filmed by a professional videography company and each P7 pupil will be provided with a copy of this, as soon after the event as possible.

During this ceremony we will have our usual school awards including the House Trophy and would invite our current House Captains to wear their House Captain jumper if possible.

All pupils will be provided with their new Secondary School tie during the ceremony as well. As always these have been kindly gifted by the PTA.

**Photographs**

As mentioned staff will ensure that a variety of photographs are taken throughout the awards ceremony and share these with families. To allow pupils to take some of their own photographs with friends and staff they may bring their own camera device with them to the school on this day and follow these guidelines:

* Camera to be used following awards ceremony only, in gym hall.
* Pupils and staff must give permission before a photograph is taken.
* No photographs should be shared on social media to ensure all pupils and staff are kept safe.
* People must maintain 2 metre social distancing when taking photographs.

**S1 Transition Information**

Attached a letter from Billy Burke, Head Teacher at Renfrew High with details regarding the S1 Transition. Please ensure you read all the information carefully and if you have any questions please do not hesitate to get in contact with us at Kirklandneuk Primary.

We, along with all Primary 7 staff are very much looking forward to welcoming you back to Kirklandneuk Primary for the final time.

Alison Coyle Simona Wishart

Depute Head Teacher Acting Depute Head Teacher