



Elgin High School  
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**EHS**  
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*“Working together for success”*

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FAO All Parents/Students

2 October 2017

## Elgin High School - New Build Student Guide

This guide is intended to provide you with the information to a successful start in our new building.

Our first day in the new build will be Wednesday 25<sup>th</sup> October. We will have a staggered start to our day with students expected to arrive at the following times:

- 0830 – S6
- 0840 – S1
- 0900 – S2
- 0915 – S3
- 0930 – S4 & S5

Upon arriving students will go into a short assembly from which they will then make their way to their new registration classrooms. Over the course of period 1 and 2 students will receive a tour of the new building before normal lessons resume from period 3.

**All students will receive their new timetables (changes to rooms only) today (Monday 2 October), maps of the new build as well as this guide which notes some information as well as expectations to assist with the transition.**

**The expectations below are in addition to those issued in the staff/student packs at the beginning of the year.**

- **Balconies Safety Message** - strictly NO leaning over the balconies of the Community Area or within the Art Dept. Any misbehaviour in these areas (e.g. throwing objects) will also be dealt with severely.
- **Cashless Catering System** – please note that this will function as per current system and all existing balances will be transferred to the new system, any students who have queries about this should be directed to the Kitchen Supervisor (Mrs Davidson) or the school office.
- **Entry & Exit** - all Entry & Exit doors to the building will be locked during lesson time. All students must therefore report to Reception to enter or leave the building during lesson times. This may be for reasons such as Music Tuition, Medical and/or Careers Appointments etc. Students should use the Main Entrance & Exit doors located in the middle of the building at all other times such as before and after school as well as break and lunchtime.
- **Stairways** – there are 4 main staircases in the building (with a 5<sup>th</sup> one leading up from the Community Area. All students can use any of these. Please use the stairways sensibly to move in an effectively way to your next class. At this point there are no ‘up’ or ‘down’ stairs.

- **Toilets** – these will be clearly marked for use by Males only or Females only. There are other single toilet facilities throughout the building also.
- **Fire Evacuation Procedures** – all students and staff should become familiar with the routes from their rooms to the nearest Emergency Exits. The muster point is on the grass pitch at the rear of the school. As with previous evacuations, students should exit the building calmly through the nearest Emergency Exit and then line up quietly in alphabetical order in Registration Groups.
- **Senior Students** - senior students will be carrying out duties of supervision and assisting younger pupils in their orientation around the building.
- **Wayfinding** – to assist with orientation please find attached copies of the floor plan of the new build and the main signage that will be used throughout.
- **Coming to School –**
  - Walking:** Students should find little change in the pathways approaching the school and when on site, make their way towards the main Entry/Exit doors located in the middle of the building.
  - Cycling:** as above. The new Cycle Shed is an open facility and students will have to ensure that bicycles are padlocked securely throughout the day.
  - By Car:** Drivers should note that access to the school is now from Edgar Road. There will be NO vehicle access from High School Drive. Drivers should go around the turning circle before dropping off / picking up students. **Please NOTE – the Drop off/Pick up layby is primarily for Buses and cars should not wait or park there.**
- To reduce traffic congestion with this temporary arrangement please consider walking, cycling, public transport or 'car pool' options when travelling to work.
- Please also be considerate to residents and Greenwards Primary School if you are parking elsewhere in the local community.
- **Buses/Taxis** – All buses and taxis (with the exception of those used for mobility assistance etc.) will use the Drop off/Pick up Layby. Those assisting students with mobility issues will be using the service access road along the rear of the school.
- **Deliveries** – All delivery vehicles should use the service road at the rear of the school.

We look forward to welcoming our students after the October holiday break.

Yours sincerely,



**Hugh McCulloch**  
Head Teacher