



# CASTLEHEAD HIGH SCHOOL



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e-mail: [castleheadhighenquiries@renfrewshire.gov.uk](mailto:castleheadhighenquiries@renfrewshire.gov.uk)  
web address: [www.Castleheadhigh.com](http://www.Castleheadhigh.com)  
**Head Teacher: Mr Gordon Menzies**

**Children's Services  
Director: Janie O'Neill**

August 2024

Dear Parents,

Welcome to Castlehead High School. If you are a new parent to the school, here is some helpful information from the school office.

We can be contacted by telephone on 0300 300 1300 or by email at:  
[castleheadhighenquiries@renfrewshire.gov.uk](mailto:castleheadhighenquiries@renfrewshire.gov.uk).

The school office is open from: Mon - Fri 8.30am – 4.30pm

The school office is located on the first floor and if your child has any letters, permission slips etc they can hand them in here.

If your child is going to be absent from school, please phone the school and choose the absence line option and leave a message with the child's name, year and reason for absence (message can also be left out with school times). If you would like to speak to someone in the office about anything else, then please choose the office option.

In terms of new S1 parents, we will communicate initially in paper format however, our preferred method of communication is by email, text, the school app and the school website. The school app we use is 'School app for Parents' and can be found at the appropriate app store on your devices. Once your S1 child has settled, we will request an email address that we can use and ask that your mobile number is kept up to date to ensure you receive all relevant communication.

If your child has a medical condition we should be aware of, please complete the medical form in the pack and contact the school office and we will record the information and update their pastoral teacher. Medications can be kept in school if required although only prescription medicines can be held. There is a form that will need to be completed giving permission for medication to be given with dosage and frequency. If medication is given you will receive a text to say when it was given and what dosage.

If your child becomes unwell/has an accident the school office/first aider will contact you to collect your child and take home or seek further medical attention.

Castlehead High is a cashless school, and we require you to sign up to ParentPay. This will be used for consent and payment for all school trips, purchasing food and drinks from the canteen, buying a school tie etc. If you have any questions about ParentPay please contact us in the office.



Castlehead is a **Nut Aware** School. Please do not bring products containing nuts into school.





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We would also encourage you to sign up to Parent Portal as you will receive your child's school reports through this as well as being able to view their attendance, timetable and eventually book parent evening appointments. This can be done using your MyAccount with Renfrewshire Council.

Please don't hesitate to contact us if you have any questions as we are more than happy to help.

Yours sincerely

Christy Murphy  
Office Team Leader



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