**Hollybrook Academy**

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**Acting Headteacher:** Mrs Allison MacLeod Email:Headteacher@hollybrook.glasgow.sch.uk

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Tuesday 22nd August 2023

Dear Parents / Carers,

I would like to take this opportunity to welcome all the pupils, new and returning, back after the summer break. I hope you all found some time to relax and enjoy the summer.

It has been an extremely busy start to the new term and I would like to thank you all for supporting your children to return to school looking smart in their school uniforms and ready to embrace the year ahead.

Transport continues to be a challenge across the city and I would like to thank you for your patience and support as we continue to iron out the inevitable teething problems at the start of the school year. Across the City there is a shortage of taxis and escort for our pupils however we will endeavour to resolve any issues as quickly as we can working with transport and yourselves.

It can never be underestimated the role you, as parents and carers, play in your child’s success at school through your input and the value in which you hold our school. We are always keen to listen to what you have to say about your child’s school, as it offers us a valuable insight to the running of the school. You may also like to consider joining our newly formed parent Council which would be a good opportunity to be involved in the school and share your opinions and ideas.

As ever, should you wish to meet and discuss any aspect of school life, please call the office to arrange a mutually convenient time

Below I have summarised important information about some changes that we have made this year and also key days for your diary. Please call the school if you would like further information or clarification of anything in this letter.

Warm wishes,

Allison Macleod

Acting Head Teacher

**Welcome back to Hollybrook**

As we enter into the new school year, there is as ever a number of pieces of information I would like to share with you to help get the school year off to a smooth start:

**Staffing News:** In June several members of staff retired: Mr McDevitt ( Maths), Mrs Dunbar ( English and French) and Mr Philbin ( Maths and Woodwork). However, we welcome Mrs Devine, Miss Sanderson and Miss Robertson as new class teacher and Mrs Woods and Ms Gallacher as new support staff.

**New pupils:** Our new pupils are settling in well and learning the routines of their new school. I have been very proud of our older pupils also who have been really supportive and helpful. Parents and cares will have the chance to meet the teachers at our open evening in September and there will be a post placement review in October to get an initial update of how your child is settling into life at Hollybrook. Our S1’s will be getting their ipads soon and also glow email addresses.

**Class Names:** This year we have introduced new class names across the school. S1 classes are named after Trees (Beech, Oak, Pine and Rowan), 2nd and 3rd year pupils are now joined as one year group and the classes are named after Rivers (Forth, Kevin, Clyde and Dee ), S4 classes are named after Lochs ( Lomond, Ness, Rannoch) and S5/6 classes are names after Islands ( Barra, Bute, Mull, Skye and Tiree ). Your child’s class name will be on their timetable, please help them to remember their new class name and call/ email if you need your child’s class confirmed.

**SQA:** Congratulations to the pupils in the senior phase on their excellent exam results and SQA Unit passes. Pupils achieved success at National 1, 2, 3, 4 and 5.

As ever this is an exciting year ahead with all of our pupils in the senior phase taking on a variety of SQA Nationals and Awards. We are holding an open evening in September for all parents and you will be able to get more information then about SQA qualifications that your child will be doing.

Our senior pupils will also be starting their college courses soon. These will begin on the week starting 28th august.

**Uniform:** I am pleased to see so many pupils wearing the Hollybrook Academy uniform as they return to school. The school uniform is both practical and smart and a high standard of uniform is an important feature of school life. Our Uniform is Black trousers or Skirt, a white shirt with a tie or Black polo shirt and black jumper or school hoodie. We also have a school woolly hat for winter months. Please ensure your child’s name is written clearly on all items of school clothing.

All pupils must wear school uniform:

*· During school hours*

*· When representing the school at out of school events*

*. Senior Pupils do not need to wear school uniform if they are attending college but should change into uniform when they return to school.*

**Available from the school office**: School hoodies £12 (2 for £20) and Polo Shirts £8 ( 3 for £20). Ties are available from the school office: £4 for the S1-S4 tie and senior ties, £7. Hat £5

**Lunches:** If you child is eligible for a Free School Meal, you should ensure that you have renewed your application as this has to be done every new school year. If you would like to apply for Free School Meals you can do so by following this link:

<https://www.glasgow.gov.uk/article/17885/Clothing-Grants-and-Free-School-Meals>

School lunches remain the same at £1.90. This will be included in the free school lunch allowance. Please contact the school office if you have any questions with regards to this or go onto the Glasgow City Council website.

**Clothing Grants:** If you are usually are in receipt of a school clothing grant please ensure that you have renewed your application on the Council website. Same link as above can be used. Again please call the school if you have any questions.

**EMA (Education Maintenance Allowance):** If your child is 16 or older, or turning 16 this year, then they may be entitled to receive EMA. This can be applied for through the Glasgow City Council website. The deadline for application for this session is 30th September to ensure you get the correct amount backdated to August.

If your child’s date of birth is between 1 March 2004– 30 September 2007, they may be eligible from August 23 and should **apply now**, If your child’s date of birth is between: 1 October 2007 – 29 February 2008 then they may be eligible from Jan 24 and should **apply in January** with the deadline of February 29th to receive all entitled payments.

Please use the link to access information for EMA. <https://www.glasgow.gov.uk/index.aspx?articleid=17025>

**Parent support sessions**: This year we will be introducing parent support sessions in schools. This will be led by Mrs Hutchinson initially and other teachers as the year progresses. The first session is on Tuesday 22nd August at 1.30pm at Hollybrook and this will be to support parents and carers with accessing the free meals and clothing grant applications and also the EMA payments for pupils 16 and over.

**Communication:** We will continue to use our school **Facebook, Instagram and twitter**  to share photos and information about what is happening in school, however we will be using the app **‘Scot Ed’** to share information and letters. It is free to download for both Apple and Android systems. We will also continue with text message and email so please ensure that you contact the school with updated details if you change your mobile number of email address. This is of absolute importance to ensure you receive updated information. Information will also continue to be added to our school website. [www.hollybrookacademy.glasgow.sch.uk](http://www.hollybrookacademy.glasgow.sch.uk)

**Mobile Phones:** The majority of our pupils now have mobile phones.When used responsibly these can be great and provide an added sense of security to parents and carers who want to keep in communication with their child while travelling to and from school. I would ask however if you need to speak to your child during the school day please call the office. Your child should have their mobile phone off while in classes. Pupils are encouraged to hand their phone to the office for safe keeping until the end of the day. Many pupils have lost, dropped, smashed screens while at school and unfortunately the school cannot take responsibility for lost or damaged phones.

**Pupil absence:** In order to get the most out of school we encourage pupils to maintain excellent attendance. However, there may be times when pupils are unwell and not able to attend. In these instances, it would be very helpful if you contacted the school office on the first day of the absence. Please also call transport on **287-1056** to cancel your child’s taxi for the days of absence.

Also, if you have medical or dental appointments please inform the school in advance and we can record as an authorised absence. If you are collecting your child for an appointment please also let the school know in advance to ensure your child is not out of school with their class.

**Key dates for the coming year:** *As the year progresses other events and dates will arise, but here are the holiday and reporting dates for this session.*

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| **Thursday 8th September** | BIG Magic Breakfast- 9-9.45am parents and carers welcome, details to follow  **10am -11am** After the breakfast there will be a Parent Council meetingat Hollybrook Academy, all parents and carers welcome. |
| **Thursday 21st September** | Official opening of our Hollybrook Garden and Art Silent Auction |
| **Friday 22nd and Monday 25th Sept.** | September weekend school holiday |
| **Wednesday 27th September** | 4pm-6.45pm Parent and Carer Open Evening |
| **Friday 13th October** | INSET Day, pupils not in school |
| **Monday 16th– Friday 20th October** | October week holiday |
| **Week beginning 23rd October** | Settling in meetings for all new pupils- letters will be sent out nearer the time. |
| **Week beginning 13th November** | S2/3 tracking and reporting issued |
| **Week beginning 20th November** | S4/5/6 tracking and reporting issued |
| **Wednesday 29th November** | Parents and Carers evening 4.15pm-6.45pm |
| **Friday 22nd December** | Schools close at 2.30pm for Christmas Holidays , return Monday 8th January 2024. |