**Hollybrook Academy**

**Frequently Asked Questions – 5th August 2020**

This is intended to support your child’s return to the school building. All information is correct at the time of writing (5th August 2020) but further updates and adaptations may need to be communicated.

A full risk assessment has been completed, in line with government advice.

**How do pupils get to and from school?**

In line with government advice, pupils will be able to travel to and from school in school transport if this is what they currently do. If a pupil has an escort, they will still have an escort and they will have PPE.

If a pupil uses public transport, they will still be able to but they will need to adhere to the advice of wearing a face mask and using hand santising gel accordingly.

**Do pupils need to wear uniform?**

At the start of the summer when we were arranging for a blended learning model, we advised pupils wear dark jogging bottoms and a white polo shirt. If you have the full Hollybrook uniform pupils can wear this.

However, we are happy for pupils to come in polo shirts in the meantime as we are aware this is quite late in the day.

We would eventually want all pupils in uniform but understand this may take time.

**What happens at the beginning and end of the school day?**

There is one main entrance/exit in use.

Pupils will either go for breakfast club or outside until the bell rings. They will then go to tutor class. Once in school pupils will be supported to complete the necessary hygiene routines.

**How will pupils move around the school building?**

A ‘One Way System’ will be in operation, where possible. This will be marked with arrows and young people, and staff & visitors, will be expected to use this at all times.

Movement will be limited, when possible. Pupils should move as quickly as possible to their next learning area.

We will be limiting the number of bells – this means that not every pupil will be required to move at the same time and should help with potential corridor congestion.

**What do we need to know about hygiene?**

Pupils will be expected to wash their hands or use the hand sanitiser provided on entering the building.

Hand sanitisers will be available in all classes around the school so pupils should wash their hands, or sanitise, as they move around the building.

Pupils can wipe their own work stations before use with antibacterial spray or wipes – which will be provided. This is one of the recommendations from the Scottish Government.

Pupils should follow advice re coughing and sneezing - there will be posters around the school. We will also work with our pupils to help understand the importance of good hygiene. We ask that you also discuss this with your child and encourage them to use tissues to sneeze into, which should then be placed in the nearest bin.

PPE will not be provided. If your child wishes to wear a mask, they can do that.

Additional cleaning has been agreed, in line with government advice.

**My child is starting S1, how will they know where to go in the building?**

All S1 pupils will have support from a member of staff at all times.

**What will happen in class?**

All classrooms will be set up to incorporate social distancing (for staff) and young people should sit in the allocated seat.

They cannot walk freely around the classroom but obviously if they need the toilet etc. arrangements will be made to allow them to go.

Social distancing – 2m apart from their teacher – will be encouraged whenever possible.

It is important pupils bring their iPad with them to all classes. If your child does not have an iPad yet, this will be resolved during the first few days back.

**Will PE be taught?**

Due to COVID restrictions, more PE classes are required to take place outside, for the time being. The PE department will communicate directly with pupils about this.

**What will happen at interval and lunchtime?**

There will be a limited food service available in the fuel zone at lunchtime only for the first week. There will be 2 choices of hot meals available each day, one fulfilling specialist dietary requirements. Our breakfast club will run and food will be available at interval.

There will be two lunch sittings spread across the dining hall, across the school.

The fuel zone will operate a cashless system. Money can be transferred using Bacs. If you need any help with this, please contact the school office. Pupils in receipt of free school meals will continue to receive them.

If your child was going out of school at lunchtime we will discuss this with you and them individually.

Young people should bring their own water to school, when possible, and only use the water fountains to fill up bottles. No one should drink directly from the water cooler. If a pupil is unwell, we can provide water safely.

**What about pens and pencils?**

We will give each pupil a school pack that will contain pens and pencils. This should be kept, along with their iPad, in their bags and brought out during lessons.

**What happens if my child becomes ill at school?**

If your child develops any of the 3 main symptoms we will self-isolate them in a room designated for this purpose and contact you immediately to collect them from school. They should then be taken for a test and will not be able to return to school without a negative test or 10 days. The isolation room will then be cleaned by specialist staff.

**What will happen if more than one pupil or teacher becomes ill (with confirmed COVID)?**

The HT will liaise with the Health and Safety Team and will await further instruction from The Test, Trace & Protect Team. You will be kept informed.

**What do we do if someone in our family is ill?**

You should follow government advice and isolate for 10 days. Please inform us if any family member develops symptoms.

**What are the fire evacuation procedures?**

We have revisited our Fire Evacuation Procedures and will share these with pupils on the first days back. Emergency exits will still be the one closest to the room / area that pupils are in.

**What if my child is anxious?**

If your child is anxious, they can speak to their Pastoral Care Teacher in the first instance. We are here to help and we are keen to support pupils in the best way possible.

We hope the induction days will help support this and have made resources to help ease anxiety and discuss and worries pupils may have.

**How will you contact me?**

It is really important that we have accurate emergency contact details for young people and we will be asking that the “Data sheet” is updated as soon as possible in the new term. If you change telephone number, email or home address please contact the school immediately.

**If a parent or carer wants to speak to a member of staff, what should they do?**

Should you need to speak to school staff, please phone the school office or email. During this time, there will be no face to face meetings so you will not be able to come into school unless it is an emergency.

If you require any further information, please do not hesitate to contact me through the school office or email.

Jackie Newell and Allison MacLeod

Head Teachers

6th August 2020