**Hollybrook Academy**

***Frequently Asked Questions – August 2020***

This is intended to support your child’s return to the school building. All information is correct at the time of writing (21st June 2020). Any further updates and adaptations may need to be communicated over the summer holidays.

**Emergency Contact Information:**

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 ASAP in the new term. If you change telephone number,

Email or home address please contact the school immediately.

**School uniform:**

Hollybrook uniform is usually black trousers or skirt, white shirt and school tie. At the present time we would like pupils to wear a white polo shirt and jogging or tracksuit bottoms. This will allow pupils to participate in PE and outdoor learning without having to get changed. Please also ensure your child has an outdoor coat.

**Entering and exiting the school building:**

There will be only one main entrance / exit at the front of the building.

**Moving around the 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 and pupils going for lunch and interval will be accompanied by staff. We will be employing a ‘no bells’ strategy – this means that not every pupil will be required to move at the same time and should help with potential corridor congestion.

**Hygiene**:

Pupils will be expected to wash their hands on entering the building. We are in the process of ordering hand sanitisers for areas around the school so pupils should wash their hands, or sanitise, before and after each lesson.

Pupils should follow advice re coughing and sneezing - there will be posters around the school. We will spend time on the first few days of the new term to help pupils understand the message.

PPE will not be provided unless for a specific purpose or of guidance changes.

**Transport:**

At the present time pupils are in school for a shorter period of time than usual. We have submitted these times to transport at Glasgow City Council. We are still waiting confirmation of whether pupils will be travelling in buses or taxis. We have spoken to all parents and carers and I know many of you are able to provide the transport yourselves, we appreciate this help. As soon as we hear, we will be in touch.

If there is advice over the summer about face masks we will be in touch to organise. As soon as we hear about transport we will be in touch.

**In class:**

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

Social distancing – 2m apart from other people – should be observed at all times.

**Health**:

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 7 days. The Test & Protect Scheme should protect us all but I’d appreciate it if you inform us if any family member develops symptoms.

**Fire Evacuation**:

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

**Additional information**:

Young people should bring their own water to school and not use the water fountains. If they are unwell we can provide water safely.

Only pupils who are eligible for free school meals, will be provided with lunch . We request all other pupils bring a packed lunch.

Should you need to speak to school staff, please phone the school office or e mail. During this time, we ask you phone in advance if you would like a face to face meeting.

If you require any further information, please do not hesitate to contact us through the school office or e mail.

Mrs Newell and Mrs MacLeod

21st June 2020