



Hollybrook Academy



Learning to Grow Together



Kindness | Courage | Creativity



Head Teacher Welcome

Dear Parents and Carers,

It is my pleasure to welcome you to the Hollybrook Academy Handbook. This book will give you an insight into our school and our wider community. As well as sharing some of the aspects of school life, you will get a sense of our values and the aspirations that we have for all of our pupils, families and staff at Hollybrook.

Hollybrook Academy is a secondary school for learners with Additional Learning Needs. We provide a nurturing, language and communication friendly environment where all learners are supported to develop their skills, qualities and capabilities. We are committed to making learning enjoyable, meaningful and relevant for all pupils regardless of race, religion, sexual orientation, disability or gender identity. We provide many memorable life experiences for our pupils to ensure their time here is a happy one.

This handbook will provide you with a lot of information. I hope you find it helpful as you consider future pathways for your child, or as an ongoing support throughout the year. We are a welcoming, inclusive establishment and will warmly receive any questions you may have that are not answered here. If you would like to meet with myself or arrange a visit please don't hesitate to get in touch.

Kind regards,

Mairi Barrett
Head Teacher

Last updated November 2024

Welcome to



OUR VISION

Learning to grow together

WE VALUE

Kindness, courage and creativity

WE AIM TO

1. Work in collaboration with families and partners
2. Celebrate all achievements for all learners
3. Develop skills for a healthy and happy life



Vision Values and Aims

We recreated our vision, values and aims in 2024 as well as redesigning our school logo. Our entire community, pupils, parents and staff came together to discuss who we are and what we strive to be. Our vision statement, core values or aims now underpin all school policies and procedures. Our school logo is inspired by the colours of a holly berry and a brook. The tree represents our growth as a community.

Hollybrook Academy was built in 1972 and is a non-denominational school for children with additional support for learning needs aged 12 – 18 years. It is a two story building consisting of 10 classrooms upstairs and a Nurture Room. Down stairs we have a Science Lab, Music room, 2 Home Economics rooms and 3 sensory based classrooms. We also have a well equipped Fitness Suite, a gym hall and a large lunch/ assembly hall. Our outside space consists of 2 patio areas for children to sit in, a playground with bikes and scooters for children to use. We also have a sensory garden, named in memory of our previous Head Teacher Mrs Newell. This garden area has lots of quiet places for children to relax.

The Head Teacher's email address is **headteacher@hollybrook-sec.glasgow.sch.uk**.



The School Year 2024-2025

August

- Monday 12th August 2024 In-Service Day School closed to pupils
- Tuesday 13th August 2024 In-Service Day School closed to pupils
- Wednesday 14th August 2024 Return date for pupils

September

- Friday 27th September and Monday 30th September 2024 holiday weekend. School closed.

October

- Friday 11th October In-Service Day School closed to pupils
- Monday 14th October – Friday 18th October 2023 Holiday week. School closed

December - Christmas and New Year

- Schools close at 2.30 pm on Friday, 20th December 2024
- Monday, 23rd December 2024 - Friday, 3rd January 2025 Christmas holidays

January

- Schools return on Monday, 6th January 2025

February mid term break

- Monday, 17th February 2025
- Tuesday, 18th February 2025
- Wednesday, 19th February 2025 In-Service Day School closed to pupils

April - Spring Holiday

- Schools close at 2.30 pm on Friday 4th April 2025
- Monday, 7th April - Monday, 21st April 2025 Spring Break
- Schools return on Tuesday 22nd April 2025

May

- Monday, 5th May 2024 May Day Holiday
- Thursday 22nd May 2025 In-Service Day School closed to pupils
- Friday, 23rd May 2025 and Monday, 26th May 2025 May Weekend

June

- Schools Close at 1.00 pm on Wednesday 25th June 2025

August - Thursday, 14th August 2025 Pupils return to school

The School Day

8.45am - 9.10am	Nurture Class
9.10am - 10.00am	Period 1
10.00am - 10.50am	Period 2
10.50am - 11.05am	Interval
11.05am - 11.55am	Period 3
11.55am - 12.45pm	Period 4
12.45pm - 1.25pm	Lunch
1.25pm - 2.15pm	Period 5
2.15pm - 3.10pm	Period 6

Period 1+2, 3+4 and 5+6 are often timetabled as a double period so pupils often only have 3 periods in a day.



Our Leadership Team

Our leadership team have specific responsibilities for different aspects of the school. Their names, job titles and key areas of responsibility are detailed below.



Mairi Barrett - Head Teacher
Strategic responsibility for attainment and achievement,
curriculum, staffing, health and safety, resources, safeguarding
and child protection.



Allison MacLeod - Depute Head Teacher
Year head for S1-S3 and primary transitions



Craig Milne - Depute Head Teacher
Year head for S4-S6 and timetabling



Matthew Cavanagh - Principal Teacher of Pastoral Care
Child Protection Coordinator



Kevin Maguire - Principal Teacher of Learning and Teaching
(Broad General Education S1-S3)
Child Protection Coordinator
(Complex Classes)



Nicole Fotheringham - Principal Teacher of Learning and Teaching (Senior Phase S4-S6)
SQA Coordinator and Outdoor Learning



Kate Manzor - Principal Teacher of Employability
Developing the Young Workforce and Partnerships

Staff

Art

Ms Gail Rainey

English/ Media/ Drama

Mrs Frances Auty

Mr Ross Gallacher

Mrs Louise Harley

Mrs Louise Hutchinson

Home Economics

Ms Jane Fallis

Mrs Mayra Howie

Mathematics

Mr John Barbour

Mr Kenny Falconer

Mrs Jill Skelton

Modern Languages

Mrs Silke Bryce (German)

Music

Mrs Karen Sharkey

Nurture

Miss Lynn Robertson

Physical Education

Mrs Robyn Higgins

Mr Lloyd Kinnaid

Mr Boyd Lumsden

Core Classes

Mr Joseph Glen

Ms Katherine Parhar

Ms Lissa Lorenzo

Ms Clair Tierney

Mrs Karen Devine

Miss Megan Sanderson

Science/ Outdoor Education

Mrs Patricia McLean

Mr Graham Munro

Social Subjects

Mr Grant Hendry

Support for Learning Workers

Ms Sara Aguerjout

Mrs Angela Drennan

Mrs Laura Ellis

Mrs Adristha Gautam

Mr Martin Gibson

Ms Nicola Hanlon

Mrs Rosanne Harkins

Mrs Anne Hayden

Mrs Tracey Keenan

Ms Alison MacDonald

Ms Dee Maxwell

Ms Jennifer McNichol

Ms Donna Miller

Mrs Cath Rogan

Ms Eileen Ross

Miss Nicole Sanders

Ms Vicky York

Ms Siobhan Woods

Clerical/ Office Staff

Mrs Dot Doyle

Ms Ali Gallagher

Mrs Margaret Milligan

Dinner School Staff

Margaret Donoghue

Ms Lillian Johnston

Cleaning Staff

Margaret Hume

Michelle Wray

Janitor

Mr Kevin Royal

School Partners

Skills Development Scotland -

Angie Begley

Youth Worker – Stacey McClusky

Musicall - Callum, Connor and Lorna

Music Therapist - Laura Corrigan

Minister - Elizabeth Mackay

Moving from Primary to Glasgow Secondary

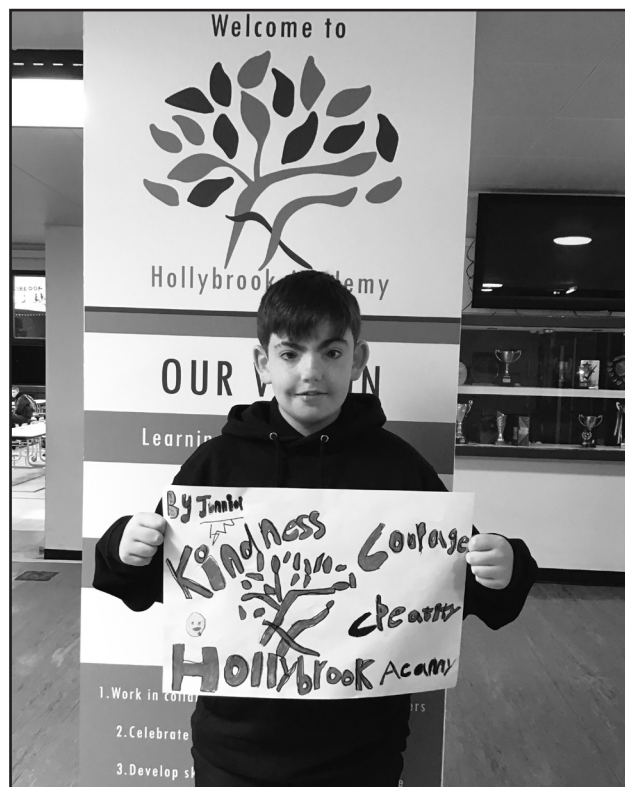
Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education. Transition Planning takes place following a review by the Area Inclusion Group during the last year of primary education to allow parents/carers and professionals the opportunity to discuss the most suitable pathway for their child. The AIG review and support decision making in relation to the placement.

Links will be established with the appropriate secondary provision to ensure a smooth transition for all young people.

Transition Procedures

Early in the 2nd term, primary parents are given the opportunity to visit Hollybrook Academy, meet our head teacher and depute head teacher, have a tour of the school, meet pupils and staff and ask any questions that they have. This establishes strong parent partnerships for the school and allows the parents/carers to make informed decisions about their child's move to secondary school.

An extensive induction programme allows all P7 pupils a variety of opportunities to become increasingly familiar with the secondary school staff, experience many new subjects, appreciate how a secondary school day differs to a day in primary school and develop a real sense of belonging to the secondary school environment.



BGE (Broad General Education) Curriculum S1-S3

Curriculum for Excellence

Curriculum for Excellence has been introduced to raise standards of learning and teaching for pupils. It helps to prepare children and young people with the knowledge and skills they need in a fast-changing world. As part of the Curriculum for Excellence, all children from pre-school to the end of S3 will receive a well-rounded education known as the **Broad General Education (BGE)**. Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

In line with their Curriculum for Excellence entitlement, pupils learn in all 8 curricular areas until the end of S3.

Languages	Health and Wellbeing	Expressive Arts	Religious and Moral
Mathematics	Social Studies	Sciences	Technologies

At Hollybrook Academy, pupils are provided with high quality learning experiences within these subjects in order to be successful across the Four Contexts for Learning:

- Personal Achievement
- Interdisciplinary Learning
- Ethos and Life of the School
- Curriculum Areas and Subjects

There is a focus for developing literacy and numeracy skills across every subject area as well as **Skills for Learning, Life and Work** as young people prepare for their adult lives. To achieve this, pupils are involved in a range of active, digital, creative and sensory based experiences where relevant to explore and develop their individualised learning goals.

They also benefit from learning in the following ways:

- Inter-disciplinary experiences (working across a range of subjects to link their learning)
- Learning through the ethos and life of the school
- Opportunities for personal achievement (clubs, performances, school trips)

Foundation Milestones Curriculum

At Hollybrook Academy, S1-S3 pupils with Complex Additional Support Needs and assessed to be working at Pre-Early Level, use the Curriculum for Excellence Foundation Milestones.

Foundation Milestones	
Communication	Attention Skills
	Preference and Choice
	Interaction
Making Connections	Cognitive
Self and Emotions	Awareness
	Regulation
Functional Movement	Gross Motor Skills
	Fine Motor Skills
	Coordination

The Foundation Milestones support us in being able to identify pupils' strengths and development needs. We create bespoke learning programmes which include a range of:

- Active/ outdoor learning experiences
- Creative approaches
- Sensory based learning experiences.

We use the Foundation Milestones to track pupils' progress and achievements. Some pupils may benefit from support on specific milestones detailed above, but also work on BGE Curriculum for Excellence programmes detailed in the BGE section.

Parents/ carers of pupils with Complex Support Needs Teachers and working on Milestones will regularly have communication from teachers either digitally through Showbie or through a 'Home School Diary' to include families in their child's progress in this learning.

For pupils working at Pre-early level Milestones for Literacy and English and Numeracy and Mathematics, Hollybrook teachers are informed by the Pre-early level Literacy & English and Numeracy & Mathematics Milestones.



Hollybrook Academy Class Lists

At Hollybrook Academy pupils voted to change our class names to show our enthusiasm for nature and the world around us.

BGE Class Names

Oak
Pine
Rowan
Beech
Dee
Kelvin
Forth

S4 Class Names

Lomond
Ness
Rannoch

S5/6 Class Names

Barra
Bute
Mull
Skye



The senior phase offers opportunities to work towards achieving National Qualifications. Young people aged 15 plus will have a wide range of opportunities to experience learning and achieve qualifications to the highest possible level during their senior phase.

Throughout S3, there is a programme of pupil support to assist pupils and their parents and carers with course choices for National 1, National 2, National 3, National 4 and National 5 awards. The pupil support programme seeks to advise pupils about:

- The range of courses available
- The pupil's own aptitudes, interests, strengths and weaknesses
- The importance of individual subjects
- Entrance qualifications & career opportunities

In advising pupils about course choices, we adhere to national guidelines and ensure that pupil choices result in their best chance of success.

Individual courses at National 1-4 levels will not be graded but marked overall as pass or fail, they will be assessed in school by the teacher rather than sitting external exams.

Courses at the National 5 and Higher levels will continue to include work assessed by the school, but for these qualifications, students will also have to pass an additional assessment (usually a question paper or assignment) which will be marked externally by SQA.

The SQA website www.sqa.org.uk contains useful information to help you understand national qualifications.

As an inclusive school, we aim to meet the needs of all pupils in S5 and S6. We have strong partnerships with local colleges and employers. It is extremely important that senior students set challenging and realistic targets. To that end, we offer a rigorous options programme to support and inform student choice. Opportunities for personal development continue within and beyond the taught curriculum. S6 in particular offers senior pupils a range of opportunities to build leadership, communication and team working skills through involvement in a wide range of school and community events.

Encouraging excellence is central to our aspirations and expectations for all young people.

www.curriculumforexcellencescotland.gov.uk
www.educationscotland.gov.uk/parentzone/index.asp

Pupils in the Senior phase have the opportunity to work towards National 1 to National 5 level in a variety of subjects. The subjects can vary depending on the level but include:

Duke of Edinburgh, Sports Leaders, Cycling, Personal Development, Scottish Studies, Volunteering and Personal Achievement.

All young people are assessed both formally and informally throughout the school year. This allows young people and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents and carers about the progress of their child. Assessment records are kept by teachers and form the basis of discussion at parents' meetings throughout the year.

If you have any concerns about your child's progress do not hesitate to contact their DHT Year Head at any time.

We have a wide range of activities to offer all pupils to develop their skills and confidence both within the curriculum and outwith timetabled classes. These include clubs for various sports, choir, gaming and instruments. Trips and excursions as part of learning, such as swimming, visits to museums and parks for outdoor learning. We also have residential opportunities for pupils to participate in at various points across their school career.

Our aim at Hollybrook Academy is that all our pupils, parents and carers feel included, engaged and confident that their child will succeed in school. We strive to help them support their child's learning through shared high expectations and motivation to achieve.

School App

Hollybrook Headlines - Weekly Newsletter

Text Messaging

Phone calls

Letters

To promote our aims of being environmentally friendly we post letters on the School App now. Occasionally a letter of high importance will be printed out as well as being posted on the app. If parents/ carers do not have access to the app we will be happy to supply a paper copy of any letters on request.

Social Media

We have an Instagram Account, a Facebook page (Hollybrook Academy Glasgow) and Twitter account (@HB Academy Glasgow). These are used to post up to date information and photos and things that are happening in school. Feel free to like and follow to make sure you stay informed.

Parents Meetings

Hollybrook has regular Parents Evenings, where parents and carers get the opportunity to meet class teachers and discuss their child's progress. As well as this, if parents have something they wish to discuss they can call the office and make an appointment to meet with the appropriate Year Head at a mutually convenient time. We welcome parental interest and genuinely want to see and hear from you.

Parents and carers are welcome, and actively encouraged, to attend other events throughout the school year. We have one off events such as school shows, musical performances and award ceremonies. We have seasonal assemblies and fundraising events. We also have a comprehensive family learning programme which welcomes families into school to join their children in specific learning experiences. Hollybrook Headlines will keep families informed of all of the opportunities to engage with us and you will find a warm welcome here when you visit.

The School Website

The school website has information about the school including our school development plan, subjects, classes, events and staffing up dates. It is regularly updated by staff and pupils.

www.hollybrookacademy.glasgow.sch.uk



In Hollybrook Academy we take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum. We support all of our pupils to develop a clear understanding of the difference between appropriate and inappropriate behavior, and to recognize safe and risk-taking actions.

- ensuring that children are respected and listened to;
- ensuring that programmes of health and wellbeing are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining a multi-agency approach to ensure that professionals collaborate effectively to protect our children.

Child Protection Coordinator -
Mr Cavanagh (Principal Teacher)

Depute Child Protection Coordinator -
Mrs Barrett (Head Teacher)



Depute Child Protection
Coordinator -
Mrs Barrett
(Head Teacher)

Support for Pupils

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs. This applies to the content of lessons, teaching strategies and adaptations to the school environment. There are a wide range of factors which may act as a barrier to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs.

Any parent or carer seeking further advice regarding this policy should contact the Headteacher in the first instance.

Further information relating to additional support needs is available on the Glasgow City Council website – <https://www.glasgow.gov.uk/asl>

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at <https://www.glasgow.gov.uk/article/5518/Parental-Involvement>

Pupil Support Staff

All staff in Hollybrook Academy have a clear responsibility for the welfare of young people. In addition, all young people are given a Pastoral Care teacher on entering the school. This provides a vital link between home and school as the pastoral care teacher has an 'all-round' picture of a pupil's progress and general health and well-being. In most cases, a parent's first point of contact with the school will be the pastoral care teacher. (Mr Cavanagh or Mr Maguire for complex classes).

The first 25 minutes of each day is also dedicated to Nurture when pupils meet with their Nurture teacher each morning. This is a calm start to the day where all pupils have the opportunity to have toast and a wellbeing check in with a key adult, their nurture teacher. Any changes to their day can be shared and the nurture teacher can ensure each pupil knows what to expect of the day ahead.

The leadership team has personalised support meetings to discuss any pupil concerns and ensure strategies are put in place to support the needs of all pupils.

Hollybrook Academy also has a fabulous group of Support for Learning Workers who work very closely with pupils from S1 – S6. They will help pupils in classes, as directed by the teacher, or alternatively work on a 1:1 basis with pupils to provide more intensive support when required. Our Support for learning workers are a crucial and much valued part of our staff team.

We collect information about children attending school (and also about parents/ carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see www.glasgow.gov.uk/privacy

Education specific privacy statements can be accessed at www.glasgow.gov.uk/search?q=education+privacy+statement

The Glasgow City Council vision 'towards the nurturing city', puts building positive, trusting relationships at the core of our work. We ensure children, young people and families feel they belong, they are listened to and they are valued by embedding the principles of nurture across our early years, primary and secondary establishments. Staff are trained in attachment and nurture which deepens understanding of child development and enhances effective practice by responding to the needs of all children and young people in a consistent and caring way. Nurture is a universal approach which builds resilience, helping to reduce the impact of adversity. Effective communication and collaboration with parents and carers builds an ethos of partnership working putting the child at the centre, fostering high quality learning contexts.

Each of our nurturing establishments contribute to the development of Glasgow as a nurturing city, creating safe environments which allow our children and young people to flourish by raising attainment and promoting positive mental health and wellbeing.

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with young people to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Hollybrook Academy is to build a positive ethos that demonstrates care and respect for all.

Pupil Absence

Within Glasgow Secondary Schools good attendance is encouraged at all times to ensure pupil success. Parents are asked to advise if their son or daughter is going to be absent. This should be done as early as possible on the first day of absence. If the young person is going to be absent for some time, it would be helpful to know at the earliest opportunity. The school uses daily text messaging to inform parents and carers of a young person's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

Parent Council

One of the main ways in which Hollybrook Academy encourages parents to get involved in supporting their children's learning is parental representation on our Parent Council. The Parent Council is a group of parents/carers representing all the parents/carers of young people at Hollybrook Academy. Parent Council minutes are available on the Parent Council section of the school website and on request from the school office.

Any parent wishing to join the parent council should ,contact the school and look out for meeting dates posted on Hollybrook Headlines.

The chair of the Parent Council is Gillian Vance.



Homework can be an essential complement to classroom teaching to consolidate and internalise classroom activities. In Hollybrook Academy we feel that this allows parents and carers to play an active and supporting role in their child's education.

The amount of homework may vary according to the needs of the individual child and we encourage parents/ carers to support their child's learning by providing time and quiet space that allows their child to concentrate.

Our school uniform promotes a real sense of school identity, shared values, self-confidence and a shared sense of community. The uniform is actively supported by our pupils, parents and the Parent Council and is of great benefit to our young people.

- Black school hoodie (with logo)
- Black school polo shirt (with logo)
- School tie, to be worn with a white shirt
- Hoodies/polo shirts and ties are all available from the school office
- The above should be worn with black skirts or trousers.
- Pupils should bring jackets to school as part of their day may be spent outside



PE Kit

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note, a medical certificate or a parental phone call.

PE kit should consist of:

- T-shirt
- Shorts, leggings or jogging trousers
- Trainers
- (PE kit should be brought to school in a bag and be a change of clothes rather than what the pupil wears to school)

There are forms of dress that are unacceptable in school, such as items of clothing which:

- Potentially encourage factions (such as football colours)
- Could cause offence (such as anti-religious symbolism or political slogans)
- Could cause health and safety difficulties (such as loose fitting clothing, jewellery)
- Could cause damage to flooring
- Carry advertising particularly for alcohol or tobacco
- Could be used to inflict damage on other pupils



Clothing & Footwear Grants

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (see link below for thresholds), Housing Benefit, or Council Tax Benefit or Universal Credit (see link below for thresholds) will normally be entitled to monetary grants for footwear and clothing for their children. Information and application forms may be obtained from schools and at www.glasgow.gov.uk/article/4272/Apply-for-Grants-and-Allowances

Medical & Healthcare

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents and carers are kept informed by letter.

If a young person becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details.

Parents and carers should inform the school of any medical requirements relating to their child. If a young person requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office.

Emergencies

We make every effort to maintain a full educational service, but on some occasions circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.



School Improvement

On an annual basis, a copy of our Standards and Qualities will be available online. Copies from previous years are available on the school website. The Standards and Quality report will be used to share the overall attainment performance of the school and highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are detailed in our School Improvement Plan, which is discussed with our Parent Council. Any parent or carer seeking a copy of the plan can contact the school office or check out our website.

Religious Observance

Our school is fortunate to have a close link with the local church. The minister assists with the Christianity element of Religious and Moral Education and provides opportunities for religious observance. Parents have the right to withdraw their child from religious observance and should inform the school in writing.

In addition, parents and carers from religions other than Christianity may request that their children may be permitted to be absent from school in order to celebrate recognised religious events. Only written requests detailing the proposed arrangements will be considered. Appropriate requests will be granted on up to 3 occasions in any 1 school session.



The allocation of transport services to students, ensures that all eligible pupils receive safe and efficient transport to and from school. Our priority is for all our young people to develop skills for health and happiness, both, for now and for the future. Our transport policy aims to equip our young people with vital independent travel skills, as best as possible, before moving to post school destinations.

School Meals

Young people who prefer to bring packed lunches are accommodated in a suitable area.

Children should not bring fizzy drinks or energy drinks to school as these have been found to have a negative impact on pupils' learning. As a school we aim to promote healthy eating and try to ensure that we keep sweets or sugary snacks for special occasions only.

Children and young people of parents/carers receiving Income Support, income-based Job Seekers Allowance, Working Tax Credit (see link below for thresholds), Child Tax Credit only (see link below for thresholds), Universal Credit (see link below for thresholds) and income-related Employment and Support Allowance are entitled to a free midday meal. Information and application forms for free school meals may be obtained from schools and at www.glasgow.gov.uk/article/4272/Apply-for-Grants-and-Allowances (Please note this has to be re-applied for each academic year)

Appointments During School Hours

If your child has an unavoidable appointment, please give them a letter for the school office to ensure that they have permission to be absent from class, alternatively you could also call the school office or email the Headteacher at headteacher@hollybrook-sec.glasgow.sch.uk

Emergency Contact Information

At the start of each school session, parents and carers will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

Comments and Complaints

In Hollybrook Academy we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available:
www.glasgow.gov.uk/complaints

Customer Care team
Glasgow City Council
G2 9RZ

Tel: 0141 287 0900

OR use the online form
www.glasgow.gov.uk/complaints

The above website also includes information on data protection and freedom of information.



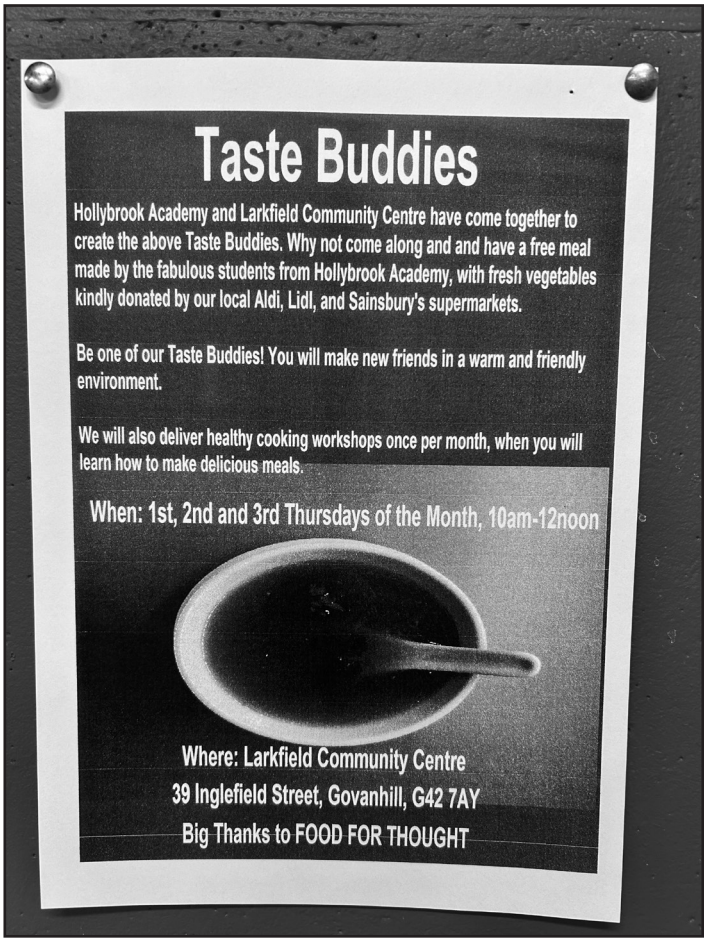
Parentzone Scotland is a unique website for parents and carers in Scotland, from early years to beyond school. The website provides up-to-date information about learning in Scotland, and practical advice and ideas to support children's learning at home in literacy, numeracy, health and wellbeing and science. Information is also available on Parentzone Scotland regarding additional support needs, how parents can get involved in their child's school and education. Furthermore, the website has details about schools including performance data for school leavers from S4-S6; and links to the national, and local authority and school level data on the achievement of Curriculum for Excellence levels. Parentzone Scotland can be accessed at <https://education.gov.scot/parentzone>

Connect is a national organisation that provides advice and resources for parents and carers. www.connect.scot

Enquire is a national advice service for families with additional support needs.
www.enquire.org.uk

www.glasgow.gov.uk











HOLLYBROOK ACADEMY

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Glasgow G42 7HU

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Email: headteacher@hollybrook-sec.glasgow.sch.uk

