Thursday 6th August 2020

Dear Parent / Carer,

Despite all the challenges, I hope that you and your family have had a relaxing summer break.

You will know, that the Scottish Government has indicated that all pupils are return to school full time in August 2020. We are absolutely delighted to welcome your child back to Hollybrook Academy. We understand pupils have been away a long time, so will do all we can to make sure the transition back is as smooth as possible.

As you were aware, our DHT Miss Roberts retired before the summer holidays. I am delighted to announce that Mrs Barrett will be Acting DHT and Mrs MacLeod will continue to be Acting Head Teacher and DHT. I will continue to be Head Teacher over the week.

While our aim is to get back to normal as soon as possible, we are aware pupils will be anxious returning. We also want to take time to work with pupils in small groups to understand new hygiene measures, routines and prceedutres in school.

As part of this here are some things you can do from home to help support your child returning to school:

**What can parents and carers do?**

The advice from Scottish Government contains some specific recommendations for young people which you should reinforce before they return to school

* **Wash Hands** with soap regularly for at least 20 seconds
* **Catch Your Cough** – use a tissue to catch it, then bin and kill it (give your child tissues to carry)
* **Don’t Touch Your Face** to help prevent spreading germs
* **Keep Your Distance** – stay 2m away from adults

**Advice for parents:**

* Discourage social physical contact by pupils ( hand to hand greetings/hugs)
* Do not enter the school buildings or grounds unless required.
* Do not congregate at the school gates.
* Maintain 2m social distancing from all adults including staff.
* School uniform/clothing should be washed/cleaned as normal
* Do not send your child to school if they are unwell for any reason.
* Advise your child that they **MUST** inform a member of staff if they feel unwell with symptoms of COVID-19.Come and collect your child immediately if the school advises you they are unwell.
* Face coverings should not be required for most young people. Those clinically advised to wear a covering are an exception.
* If you feel that your child is clinically at risk or there are family circumstances you wish the school to be aware of, then please contact us.

As part of our recovery plan we aim to see all the pupils by the end of next week. We will do this by inviting pupils in for an induction day before they all start back full time on Monday 17th of August.

Our induction days are:

• Wednesday, 12th August – S1 and S6;

• Thursday, 13th August – S2 and S4

• Friday, 14th August – S3 and S5

Induction days will enable us to complete a wellbeing check for each pupil, discuss timetables and go over all the necessary health and safety information they need. Assemblies are still not permitted so we need to do this with pupils in much smaller groups than usual.

A limited menu will be available in our fuel zone. Free school meals will still be available to all pupils who are eligible. If your child is not registered for free school meals – and you meet the criteria – please register as soon as possible. If you need support with this, please contact our school office. Please see the Frequently Asked Questions document (5th August 2020) for further information.

We are hoping that eventually all pupils will be wearing Hollybrook uniform. However, I am aware that at the end of term we advised pupils should wear white polo shirts and dark jogging bottoms. At the moment pupils can wear either, with the hope that all pupils will be in uniform soon. If you have purchased polo shirts and jogging bottoms, these will also be ideal for PE and outdoor learning.

I have attached a Frequently Asked Questions - which will provide further clarity of how we intend to support pupils and staff as we return to the school building. If you require this in another format, please do not hesitate to contact us.

Please do not hesitate to contact us if there is anything that you need help or support with or if you have any additional questions.

I hope you enjoy the remainder of the school holidays.

Warm Regards

Jackie Newell and Allison Macleod