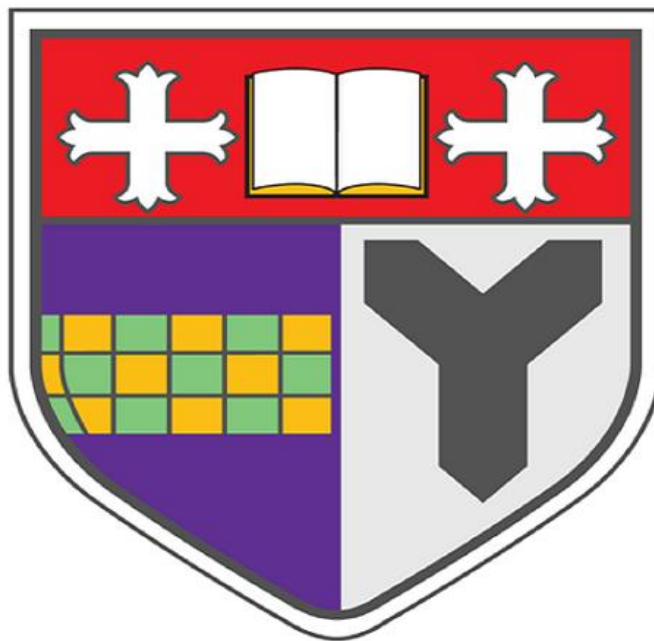


St. Joseph's Academy



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Re-opening in August 2020

Introduction

This document draws on local and national guidance and is divided into sections as follows:

1. Health and Safety, Transport, Entry and Exit, Visitors and Risk Assessment
2. Physical Layout
3. P7 into S1 Transition
4. SQA
5. Timetabling, Curriculum, IT, School capacity and scalability
6. School Calendar, Reporting, Parents' Evenings, WTA
7. Attendance protocols, breakfast club, break, lunch and toilet access
8. Staff Training
9. Pupils with Additional Support Needs, Support Plans, and those who access other services when in school
10. Communication and Contact Details
11. EMA, School Uniform and PE kit
12. Procedures if dealing with a situation whereby pupils refuse to adhere to Health and Safety advice

We recognise that this guidance covers matters pertinent to staff, pupils and parents/carers, but felt it best to include all guidance in one document so as to come to a shared understanding of school level considerations in advance of re-opening in August. There is some inevitable crossover across sections of this document.

All planning detailed herein works to social distancing of two metres. If the national position were to change over summer, we would work to alter our plans for the new term, but any revision would not be implemented until week four of the new session. It would be unrealistic and unfair to try to reconfigure plans during the holiday period.

1. Health and Safety, Transport, Entry and Exit, Visitors and Risk Assessment

Staff and Pupil Wellbeing

As a community, we are conscious of the fact that experiences during school closure may have resulted in personal trauma or may have caused significant pressure or anxiety at home. With this in mind, we recognise that wellbeing must remain a key focus of our work in August. Various guidance has been released to staff during closure on stress management and bereavement, and our Educational Psychologists released guidance on how to best support young people returning to school.

In the first instance, pupils and parents/carers should contact Pastoral Care staff if they feel we should be aware of any anxiety, trauma, or recent loss. Where necessary, Pastoral Care staff will then develop support mechanisms which draw on the guidance shared by Educational Psychologists and may include engagement with our partner agencies. Our PSE curriculum will include focussed input on wellbeing, anxiety, and trauma.

Pastoral Staff	Mrs Burnett (Columba)	Mrs Marshall (Margaret)	Miss Cathie (Andrew)
Staff should continue to communicate closely with their line manager and be assured of our sensitivity to the anxiety and pressures that blended learning may bring, particularly in terms of working hours and health and safety when on site. Senior leaders will continue to offer advice, support, guidance, and regular updates to all staff and will maintain regular communication with school level professional association representatives.			

All members of our community are encouraged to utilise the Oratory where necessary and our school chaplains are always available to us for spiritual or practical support and guidance.

Child Protection

Annual staff input in August will act as a refresher on procedures and protocol and, as always, is compulsory for all staff working in our school.

School Response to those on-site displaying symptoms consistent with COVID-19

East Ayrshire Council released guidance in terms of the process to be followed if pupils, staff or visitors display symptoms of COVID-19. The procedure in our school is summarised as follows:

- Should they feel unwell, the young person or adult must notify a member of staff immediately
- They will then be taken via the Administration corridor to the designated isolation room (PE classroom)
- In the case of pupils, we will call parents/carers immediately, and parents/carers are expected to make immediate arrangements to collect their son/daughter
- Designated first aiders will support and monitor the young person or adult from outside the room
- Upon arrival, parents/carers will meet their son/daughter at the exit door located in between the school entrance and ECC entrance
- This will avoid a situation whereby parents/carers need to enter the building having been in the same household as someone displaying symptoms
- School staff will check in with the family later that day or in the early evening
- Advice and procedures around potential testing will be communicated to families and the school will enact cleaning and tracing protocols as per guidance already released to us
- The above is true of staff and adult visitors, with the difference being that adults may feel well enough to travel home unaccompanied. School staff will call next of kin should the staff member or visitor either not feel well enough to travel home via their normal means or present in such a way that school staff do not think it would be safe to do so (e.g. very unwell or intending to use public transport)
- While unanticipated, an emergency would be handled as all emergency situations are by calling 999.

Getting to school

School Bus capacity to allow for social distancing

We have a general indication of potential bus capacities but await final clarification on the position of contractors. We anticipate that this information will be forthcoming as a matter of priority, as it will influence our plans for the school day and the specific young people we have on site.

The transport department are aware of our intentions in terms of attendance and are actively working to provide clarity as soon as possible. We are conscious of the fact that the transport team are liaising with all contractors across the entire education estate and understand that it may be summer before we can confirm capacity by contract and bus. We will communicate with parents/carers during summer if necessary. For now, families should proceed on the basis that young people will be transported to school on the days shared when we release our model for August.

Advice when waiting for school buses

School staff are unable to supervise bus stops on the route to school. We strongly advise that families take responsibility for ensuring that young people understand the need to adhere to social distancing guidance and to form queues two metres apart when waiting for school buses. Any further communication from the transport department and/or individual contractors will follow in relation to protocols to be followed when getting on to school buses. We do know that seating plans in some form will be in use and will communicate these to you when they are available to us. The plans will relate to the fact that some seats will be out of use rather than allocating specific seats to specific pupils. Contractors may elect to advise that the first pupil to join the bus sits at the rear of the vehicle with the bus filling from the back to reduce potential contact with others. We will allow transport and contractors to lead on this.

Procedures for taxis transporting pupils to school

As with buses, individual taxi companies may have their own protocols that the driver will communicate to occupants. There may be a need for more taxis than normal to reduce shared occupancy across different households. Again, we will take our lead from the transport team and contractors and will share any further guidance with you.

All school level paperwork has been submitted for young people requesting transport based on additional support needs. This is also true of those pupils in this situation within our new S1 cohort. When decisions are taken at local authority level, we will communicate these to you as a matter of urgency.

Procedures for pupils arriving on foot, either because they were dropped off near school or because they walk to school

All pupils arriving on foot should enter the grounds via either of the pedestrian entrances to our site. Pupils should maintain appropriate social distancing unless walking in with a member of the same household. Pupils should not congregate in groups outside the entrances and should make their way to the designated entrance door for their year group. Pupils are expected to adhere to direction given by staff within school grounds and at entrances in order that social distancing and health and safety remain a priority.

Procedures for pupils dropped off at school by parents/carers

There are long standing issues with parents/carers blocking access to the car park in the morning, both at the start of our day and the start of the day for St. Andrew's primary school. In the current circumstances, it is expected that all parents/carers would avoid dropping pupils off in the car park area. However, we recognise that this may not always be possible.

The issue of creating a potential drop-off area by closing part of the car park for parking purposes is under consideration and has been shared with Mitie and East Ayrshire Council staff responsible for site management. It is unlikely that we will be able to communicate any arrangement until during the summer holiday period. If a drop-off area is identified, we will notify parents/carers via the school app and social media channels.

In the circumstances, it would be extremely selfish if anyone using the car park were to block the car park entrance (at the point where you turn into the main parking area) or to create queues of cars that are impassable. The sacrifice of waiting slightly longer to leave the car park is a minor one, and certainly not an unreasonable request should it help ensure the safe arrival and exit of young people from our site.

School staff are not employed to act as car park attendants, and if staff are forced to manage traffic, they cannot then ensure the safety of young people across other areas of the site. It is our expectation that parents/carers will be acutely aware of this when dropping pupils off and will fully support our position. If we see vehicles ignoring our request, parents should anticipate challenge from the HT, Mitie staff or DHTs. This would of course be framed supportively.

School bus drop off

The bus driver will likely request that pupils disembark from the front of the vehicle. It is imperative that young people understand that they should remain in their seat until instructed to leave the bus. Pupils should then make their way to the entrance for their year group while maintaining social distancing on their way to the pupil entrances detailed on page nine.

Taxi drop-off at school

Pupils should be dropped in the taxi bays rather than blue badge holder bays unless transporting a young person who would otherwise require access to one of the blue badge bays.

Entering the school building

Staggered start times

We have considered staggered start times. However, given the various forms of transport and the percentage of pupils across different year groups using school buses, it is not realistic to set a staggered start time by year group. We also had to consider arrival times at St. Andrew's Primary school and the ECC. We are reassured by the fact that the buses tend to arrive in a staggered manner anyway. Our current position on start times is that the school day will start at 8.50am for all pupils on site on any given day. Should this change we will send out communication to this effect.

Staff will be at each entrance to ensure entry to the building is staggered to maintain social distancing norms and hand sanitiser dispensers should be used upon entry to the building. In weeks one to three, we will not run at our capacity in order that we can familiarise staff and young people with the one-way system, timetable, and protocols for entry to the

building and classes. To not take this approach would create confusion and make management of entry and health and safety extremely difficult in the first few weeks.

Entrance to the building will be via one of three doors as detailed below.

NB - the undernoted does not mean that all pupils from the stated year groups will be on site on these days. Please see the timetable section later in this document for guidance on when specific subsets of young people should be in school.

	Social Subjects/Modern Languages Entrance	Maths Entrance	Middle of street entrance
Mondays	S3 Pupils	S5/6 Pupils	S1 pupils
Tuesdays	-	S5/6 Pupils	S2 Pupils
Wednesdays	S3 Pupils	S4 Pupils	-
Thursdays	S3 pupils	S4 pupils	S2 Pupils
Fridays	S5/6 pupils	S4 pupils	S1 pupils

Congregation in the street area is not possible on any day and given the need to maintain social distancing. For this reason, pupils should make their way to the classroom they will be in during period one as soon as they can and by following the one-way signage that will be on display.

Procedures for staff arriving at school/staff entry to the building

Staff arriving on foot should follow the same guidance as that for pupils, in that they should continue to use either pedestrian entrance. Staff arriving by car should park in the car park as normal. Should there be a need to repurpose some spaces for pupil drop-off, this will be communicated to staff on the in-service day in August.

Staff should then make their way to the main school entrance as normal where the secure entry system will avoid the need to touch door handles.

Upon arrival in the building, a station will be in place for staff to use hand sanitiser prior to making their way to their classroom or staff base.

Visitors and Parents/Carers

It is not possible to welcome any visitor or parent/carer without an appointment having been arranged in advance. This is for two reasons, firstly, we need to minimise the number of people on site. Secondly, school staff who would usually meet with parents/carers i.e. Pastoral Care Staff and SLT have an increased teaching time commitment on the new model and must be present at various locations throughout the building during staggered period changeover and break times.

Parents/Carers are encouraged to use the 'Contact Us' page of the school website to let us know that they would either like an appointment or a phone call. Alternatively, Parents/Carers can call the school office. As per normal communication protocols, staff will return calls or respond to messages within two working days and as soon as possible.

Should a parent/carer have a need to collect a young person suddenly, they should **call the school office** to notify us of the fact that this will be necessary. In all other circumstances, we recommend use of the website 'Contact us' form.

Some visitors, such as staff from Vibrant Communities, educational psychologists, our counselling services, college or our school chaplains are on site at pre-determined times and should follow the normal protocol for entry to the school, remembering to use the hand sanitiser that will be available in the foyer.

Any other visitor should make an appointment with the school and cannot arrive unannounced.

Risk Assessment

East Ayrshire Council released an extensive and detailed Risk Assessment and Checklist for all sites. The Risk Assessment and Checklist includes, but is not limited to:

- Guidance on use of hand sanitiser, signage, and hygiene
- Need to adapt the site and learning areas to maintain 2m social distancing
- Use of one-way systems (will be communicated to pupils in August)
- Management of suspected COVID symptoms, general first aid and fire safety
- Protocols around cleaning schedules, both in terms of deep cleaning and general period by period cleaning within teaching areas
- Protocols for staff/pupils arriving and leaving school and shared spaces

Mr Kane has communicated necessary site adaptations to Mitie and the Facilities and Property Management department at East Ayrshire Council. Work to adapt the site will be ongoing over the summer holiday period and both Mitie and FPM are very supportive of our needs. Where necessary, bespoke Risk Assessments for members of staff and/or pupils will be devised in June. All of the practical elements of where to access hand sanitiser and cleaning materials will be shared with staff and pupils in August and as a priority.

2. Physical Layout and consequential site capacity

Classrooms within the school are normally designed to hold thirty pupils (standard classrooms) or twenty pupils (practical classrooms). Pupils generally sit side by side with less than a half metre gap between students. Naturally, the rooms were not designed to take account of a two-metre gap between young people.

Initial measurements across the site suggest that our capacity in a class that would normally accommodate thirty pupils is now twelve and rooms designed for twenty pupils can now accommodate between eight and ten. There are some slight anomalies in that one or two rooms can accommodate slightly more or slightly less.

This means that we would require over two rooms to accommodate one class group of thirty, and the same again for most class groups of twenty. It is for this reason that the school cannot open as normal. We have scope to utilise the Drama Studio, half of the Assembly Hall, the Library and the Small Gym to allow us to run some class groups at a higher capacity. However, year groups from S3 to S6 do not split equally, and we must take account of over 2,500 student options. It is not as simple as splitting a year group by registration class or surname.

In addition, the street area at its narrowest point measures 5.7metres. Given that we require a 2m walkway through the street, this leaves only 3.7m, or enough space for one pupil across the width of the street area. The street is around 100metres long, but to allow for access to Drama and PE, and because of the outlet where the leisure office is based, we can only accommodate around forty young people in the street at any one time.

The fact that we require around 2.5 classrooms for every class group renders any notion of 50% capacity as impossible when applying 2m social distancing. Even if we can get to 50% capacity by using some larger areas, this is only possible for one or two lessons over the course of the week. On our re-opening model, these larger areas are also often at capacity.

3. P7 Transition

We thank parents/carers of our new S1 for their patience during school closure. We understand that the natural excitement and anxiety that transition can bring was perhaps more acute given the school closure period. Our Pastoral Care team will by now have called each family to discuss transition and to allow you to raise any questions or matters that we should be aware of. As you know, the large transition days were cancelled but we will welcome a small group of pupils on Monday 22nd and Tuesday 23rd June.

Those pupils who are part of our enhanced transition group are aware of the arrangements in place on both days and transport requests have been sent to the transport team in advance of the event. For those attending in late June, the following protocols will be in place:

- All pupils enter via the main school entrance
- All pupils use the hand sanitiser available
- All pupils follow the direction of school staff in terms of movement around the building and use of toilet facilities
- Pupils should bring a packed lunch on Monday 22nd and Tuesday 23rd June
- Parents/Carers should not remain on site with young people

The first day for our new S1 in August will be Friday 14th August, with more detail found within the timetabling section of this guidance. School staff had completed transition meetings prior to lockdown and are working to implement any agreed action points by August.

School buses for incoming S1

The local authority has moved to an online request system which we believe will go live before the end of this term. As soon as the form is live, we will communicate this to you via our associated primary schools, our school app and social media.

4. SQA

We appreciate that parents/carers of our new S4-S6 will have questions around next session's examination diet and certification. We also understand that parents/carers of our outgoing S4-S6 will have questions around the appeals process this summer. SQA are due to release guidance on appeals before the end of term, and any decisions around next session's qualifications will be communicated by school staff as and when necessary. At the moment, we are proceeding on the basis that there will be an exam diet, but this may change.

Results day is Tuesday 4th August and staff will be on site on that day and on Wednesday 5th August. Parents/Carers and young people can call the school or use the 'Contact Us' form on our webpage to get in touch on either day. Pastoral and SLT staff will be available to provide support and guidance as necessary.

This section will be updated as and when new information is released in respect of the appeals process and 2021 exam diet.

5. Timetabling, sibling groups, curriculum, staffing, IT, school capacity and scalability

We anticipate that our planned delivery model will be released at some point during the week beginning 15th June 2020 and will update this section to include specifics then. In terms of broad messages in advance of the final release to all stakeholders, the following points will help frame our position.

Timetabling

Our timetable in August is designed to support maximum educational return within the constraints that currently exist. In some year groups, curriculum contact will reach 50% in subjects chosen, in others less. In terms of days on site, there will be some difference across year groups, and this will be confirmed at the point when we release specific guidance.

Given the severe restrictions on capacity within rooms, communal and all other areas, it is not possible to increase the percentage of pupils on site at any one time beyond around 45% of maximum capacity at best. We also need to account for site cleaning and the need to deliver content online and in person. There are also period by period challenges in terms of staff and accommodation availability. For example, if all Science staff are teaching S5/6 but need to use larger Maths classrooms, we are unable to bring in another year group for Maths at the same time, as the vacated Science labs would be too small for the Maths cohort. These sorts of challenges play out across the schematic here and in every school in Scotland.

Sibling Groups

We have around one hundred families whereby more than one young person attends our school. We cannot guarantee that all siblings will attend school on the same days, and to this end we have already surveyed parents/carers to get an idea of where this could present difficulties. Initially, we will release plans by year group only. We will then cross reference plans against the returns we have from families. It is highly likely that communication around how we can try to accommodate siblings when someone else from the family is in school will follow during the summer holiday period.

Where families have already indicated that someone will be at home all week, we are extremely grateful for this information as it will alleviate significant capacity pressure on site on the days when one or more of your children are not scheduled to be in school. We appreciate that this will not be possible for all families and will try to accommodate siblings if we can. Attempts to co-ordinate sibling groups across all associated primaries are impossible to implement given the fact that families all have children at different stages and different schools across primary and secondary.

Curriculum, Blended Learning and College Provision

Where in school subject contact reaches 50% of that normally provided in school, the shift in terms of online provision moves towards consolidation and preparation. If for example, S5/6 pupils receive three of six lessons in school, it is highly likely that work set online would consolidate that covered in class or prepare pupils for the next block of three lessons.

For some year groups, most of the learning will take place online, with less contact in school. This is unavoidable due to the constraints mentioned earlier. Rather than online delivery being the dominate form of learning and teaching across all year groups, it is likely to be main form of delivery for one or two cohorts.

In some cases (mainly in S1 and S2) contact by subject will reach 100% in school because some subjects are only delivered once or twice per week. In these circumstances, teaching staff will not be expected to supplement in school teaching with

additional online learning. This frees young people and families to concentrate on a subset of subjects at home and when not in school.

We have avoided opting for models that strip out the choices young people have already made and can ensure contact across all subjects chosen at all stages from S3 to S6.

A working group including College staff aim to provide further guidance on the College curriculum and input in due course and this will be shared with you when possible.

Principal Teachers in PE, HE, Art, Music, Science, Technical, Business and Computing are collaborating across East Ayrshire to co-ordinate plans for how the curriculum may need to be altered to suit the social distancing and hygiene measures in place from August. It is likely that some content cannot be delivered in school due to the need to share materials or equipment.

Learning at home

East Ayrshire Council is working to gather parental and pupil views of their experience of online and home learning. The results of this survey will inform the development of support and guidance aimed at offering advice for what may work well at home.

School level guidance will mirror that at authority level but will also allow for context specific adaptation. It is anticipated that this would be released in the new session.

Education Scotland and various national parent groups have also released advice and guidance that we have shared via twitter and that may be of some assistance.

IT

In the first three weeks, we plan to ensure that all young people have managed to iron out access issues as they relate to Glow, Teams and Google Classrooms. To our knowledge, most can access all platforms, but on-site interaction will help to iron out any ongoing difficulty. We await clarification from Scottish Government in terms of how the school can access funds to procure devices for distribution to those without access at home. As soon as we have an awareness of how to access any funds or resources, we will share this information with families.

We have ordered webcams to allow staff to record and upload content should they wish. Staff will be able to do so in school and/or at home as the webcams can be signed out by staff. Some staff will elect to supplement in school delivery with video content, but this need not be full lessons. For example, some staff may choose to film experiments or practical examples and upload these to Glow/Teams/Google Classroom.

East Ayrshire Council are also working to introduce specialist equipment that will help facilitate live online delivery in a subset of subject areas. Priority is likely to be given to Advanced Higher courses as pupils from across East Ayrshire may not be able to travel to the different schools offering Advanced Highers.

School Capacity and Scalability

As referenced earlier, our capacity will change if social distancing guidance changes. However, it is not as simple as doubling the number of pupils on site each day. There will still be constraints in some rooms and across some option combinations. It would also do little to alleviate pressure in communal areas such as the street. We would move to alter our provision as quickly as possible and are confident that we can scale delivery in those year groups in school less often than others at the start of the new term.

Any changes to national guidance would naturally require a period of planning prior to implementation. We will keep parents/carers and young people informed if/when any further changes can be applied.

6. School Calendar, Reporting, Parents' Evenings, WTA

At this time, we cannot release our school calendar or provide clarity around Parents' Evenings and reporting. This is because Scottish Government advice has been to postpone Working Time Agreement (WTA) discussions until August. Given that the initial weeks will require that all staff have time to implement our new model, we do not anticipate that any release can be made until September.

We are conscious of the fact that Parents/Carers of our new S2 missed out on parental reports and will factor this into our discussion with professional association representatives in the new term. For staff, we recognise the immediate priority is online/blended learning and anticipate that next session's Working Time Agreement will reflect the fact that time must be given over to the preparation and delivery of online content.

Once WTA discussions are complete and the calendar agreed by all parties, we will release our school calendar on our website as is standard practice. The same is also true of our school improvement plan and standards and qualities reports, which will be finalised in September following consultation with all stakeholders.

7. Attendance protocols, breakfast club, break, lunch and use of toilets

Registration

The registration system used in school must match the overall timetable schematic. In August, our delivery model will not simply draw from our main schematic, and as such registration procedures will be slightly different. Local authorities across Scotland are liaising with the providers of our internal system and we await further advice and guidance. It is possible that we will revert to paper-based registration on a period by period basis, with the central system then updated manually one pupil at a time.

For those not due to be in school on certain days, it is highly likely that specific attendance codes will be created and then used to indicate that a young person is learning at home and should not be in school. Further clarity to follow, if not before the end of term, certainly by the in-service day.

Remaining on site during break and lunch

For Health and Safety reasons, young people will not be permitted to leave school grounds during the school day. This means that young people will not have access to the shops or various vans in the local area. We would encourage all young people to make use of our internal catering facilities. However, if a young person does not wish to eat food from our catering team, it will be necessary to bring a snack and packed lunch to school. Free School Meal provision will continue as normal.

Due to the very limited communal space on site, and the fact that the capacity in communal areas is limited significantly by social distancing guidance, young people will remain in class at break and lunch if they wish to receive food from our catering department. Food will be delivered to classrooms for consumption.

Young people may leave classrooms at break and lunch to access the school grounds, but not to access the street area.

Break and lunch will be staggered, with the finer detail of how this will be managed to follow before summer. It is highly unlikely that breakfast club in its current form will be able to operate, at least initially. We will require time to work with our partner 'Magic Breakfast' to scope viability of provision within school grounds, but this will not be possible until either during summer or early in the new term.

In terms of toilet use, normal protocol during class time will remain, whereby pupils as young adults are encouraged to use the toilets at break and lunch time. We appreciate that from time to time there may be a genuine need to use the toilets during lessons and will continue to allow this if necessary. Otherwise, the staggering of interval and lunch will allow for staggered toilet access but there will be a capacity that cannot be exceeded at any one time. Mitie will provide an overview of the cleaning schedule for toilets and this will form part of the final risk assessment sign off exercise in July.

There are some toilets on site that are designated for use by staff and/or pupils with specific needs. These toilets remain for those staff and pupils, and all other pupils should continue to use the main toilets in the street area.

8. Staff Training

During the week beginning 15th June, we will survey all staff to determine any perceived training need across our staff cohort, with a focus on online learning. Our staff adapted admirably to the use of technology as the main delivery mechanism and continue to collaborate to share ideas and expertise. The fact that we can now offer in school training will further enhance our online capabilities across the staff cohort.

The Risk Assessment Checklist refers to a mandatory course for all staff on coronavirus hazards, and staff will be directed to this course when it is made available to school staff.

As mentioned earlier, annual Child Protection training will take place on Tuesday 11th August as per standard practice.

There will be a need to carry out a revised induction for all new staff in August, particularly around the layout of the building, the location of the PE Classroom (COVID room) and fire evacuation procedures.

It is anticipated that all staff will need to be present in different parts of the corridors to normal and at the start and end of the school day, as well as during changeovers. Plans around how to facilitate this will be shared in August and are likely to extend beyond greeting pupils at classroom doors. There will be a need to have more staff presence at the entrances and exits to wings and doors to the outside of the school. Any plans in this respect will take account of social distancing to ensure the safety and wellbeing of staff and pupils.

9. Pupils with additional support needs, individual plans and those who access other services when in school

School staff continue to follow recommended planning and review cycles and acknowledge that the needs of some young people may require bespoke adaptations in August. Staff will make pro-active contact before summer if we believe this to be the case, but we would also encourage parents/carers to make immediate contact via the Contact Us page of our website should they have any concerns that they wish to raise.

Some of our partner agencies and services are likely to be in school as of August, while others will maintain remote delivery. In August, we will release a document detailing provision as it stands at that point.


If shielding advice applies to any young person in attendance at our school, we urge you to make sure that we are aware of this as soon as possible. Please use the contact us page on our website to let us know.

10. Communication and Contact Details

If you have changed address or phone number since the last annual data check, we ask that you use the email address we hold on the school system to email us as soon as possible to update your details. This will ensure that we can send out any further communication over summer or make contact by phone if necessary. We will release communication around where to send emails separately.

Our annual data check forms will be reissued as normal in August or early September.


All other communication will be as is, and we encourage parents/carers and pupils to follow us online and as detailed below.




Paperless Communication

<https://blogs.glowscotland.org.uk/ea/stjosephsacademy/>


You can use the 'Contact Us' page to get in touch via our website. The inbox is checked daily.



@stjoacad



Search for @stjoacad




Email and Letters by post


Given the cost of paper, postage and the fact that those issued in school are often lost or not passed on we rarely issue paper letters.

We will email letters out as well as uploading online. Please complete all annual data checks to ensure that the email address we hold is accurate. For many families we hold no email address.


Should you require post only, please notify us by calling the school.



Download [satchel:one](#) from the app store relevant to your mobile device in order to access Show My Homework. Please contact the school via our website if you need login details emailed to you.



Please download the school app, which automatically pulls website and [facebook](#) posts. You can download from the app store. You then select our school from the menu.

 We send brief SMS messages to direct you to online communication

You can call the school on **01563 526 144** – Pastoral Care staff are your first point of contact

11. EMA, School Uniform, and PE Kit

Uniform

We know that there is broad support for our uniform policy across our community, and this support has not changed. This was evident in recent telephone conversations with parents/carers of our incoming S1.

We recognise that in normal times, the pressure of wearing different non-uniform clothes every day can cause financial distress for some families. We also strongly believe that a non-uniform approach works against the creation of sense of community and can inadvertently create a climate where pupils are judged for the brand of clothing they prefer or their dress sense/style.

However, we also fully appreciate that lockdown has prevented many families from accessing uniform supplies, including our own which we issue discretely at no cost. Where stock is unavailable or where pupils have outgrown uniform and are unable to source new items due to lockdown, we understand that it may be necessary for pupils not to wear some or all uniform items.

While we caution against not wearing uniform where it is possible to do so, we will not insist on uniform nor will we challenge non uniform in the short term. As and when the situation around access to stock changes, we will review this position. Parents/Carers should be assured that when we do move back to full uniform, we will continue to support families where cost may be a barrier and will do discretely.

Facemasks

We have had some enquiries around the use of face masks. There is nothing within the guidance we have received so far to suggest that young people or staff should or should not wear face masks. Provided the mask is a face mask or equivalent and not a decorative mask, we have no issue with pupils and staff using their own judgement. We are conscious of the fact that for some, not wearing a mask may cause anxiety.

PE Kit

Our PE department have clean kit that can be issued in school, but there are now obvious health and safety issues around asking staff to wash these kits. In weeks one to three, we would prefer if young people attending PE arrived at school in their PE kit. However, over summer we will work with Mitie to determine changing room capacity and will advise of final decisions around PE kit in advance of August.

EMA

We have some enquiries around how EMA will be impacted when we re-open. There will be no change to EMA payments and provided that young people entitled to EMA satisfy the terms of the agreement, payments will be released as normal.

12. Procedures if dealing with a situation where pupils refuse to adhere to Health and Safety advice

We have a duty of care to all staff, pupils, and visitors on site. In the highly unlikely event that a young person consciously refuses to adhere to Health and Safety guidance and staff believe that their conduct is a Health and Safety risk to others, parents/cares will be expected to make arrangements to collect the young person concerned as soon as possible.

Discussion over the phone will follow to negotiate a return to school. Where necessary, a bespoke risk assessment will be put in place. Any persistent misconduct that follows will mean that provision for that young person reverts to online delivery only. I would stress that we do not anticipate that this will be an issue but feel it is necessary to be clear on our expectations in this regard and to give all members of our community confidence in the fact that Health and Safety is of paramount importance.