**Shawlands 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.

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

There will be 4 entrances / exits in use: three at the front of the building and one at the Maths block.

Pupils are not required to attend registration (for now). Instead, this time should be used to complete necessary hygiene routines.

S1 and S5/6 should use the main entrance, S2 should use the door nearest the Modern Languages Department and S3 and S4 should use the entrance closest to Pollokshaws Road / Kilmarnock Road (nearest to the boys’ toilets). If your child has Maths period 1, they should go directly to the Maths’ Block and avoid entering the main building, when possible.

When leaving the building, young people should use the exit nearest to them at the end of the school day and quickly depart from the school.

**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 teaching area.

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.

**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 have been put up in areas 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. I 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?**

For the first week or so, they will have S6 guides to take them round. They can ask any member of staff too.

**My child is in S6, will they still have private study?**

S6 pupils will still be able to opt for a private study column but this will now be supervised or the pupil can go home. Due to restrictions, they cannot sit in areas around the school or go in and out of the school. More information will be given to them directly next week.

**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 – should be observed at all times.

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 3 choices of hot meals available each day, one fulfilling specialist dietary requirements. After week one, our breakfast club will run and food will be available at interval.

Packed lunches can be pre-ordered from the fuel zone.

There will be two lunch sittings and various stations, across the school, to collect food – to minimise the number of pupils gathering in the one place at the one time.

The fuel zone will operate a cashless system. Money can be uploaded to Q-Cards. If you need any help with this, please contact your child’s Pastoral Care Teacher. Pupils in receipt of free school meals will continue to receive them.

S1 and S2 pupils will remain in school at lunchtime. However, all pupils are strongly encouraged to remain in school during lunchtime, and avoid going out into the local community. This is to limit the amount of contact our young people have with others and safeguard their health, and your family’s, and the health of staff too. Please provide your child with a packed lunch, when possible. If your child is going out of school for lunch, please remind them that they need to be mindful of the COVID restrictions in place – with many places only allowing 2 customers at a time and wearing face coverings being mandatory. Pupils should not be leaving the school to stand in local doorways.

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 happens if my child forgets to bring a pen or pencil?**

All pupils will be issued a stationery pack when they come into school next week. They should look after this as this will be their own personal property.

**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 day 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.

**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, e mail 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 e mail. 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 e mail.

Mrs Pauline Carr

Head Teacher

5th August 2020