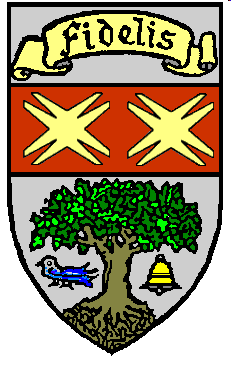
**Welcoming young people back to Knightswood Secondary**

**Information for young people and parents / carers - August 2020**

We are really looking forward to welcoming all young people back to Knightswood Secondary School from Wednesday 12th August 2020.

**When will young people return?**

As young people have not been in the school for 5 months and as S1 were unable to participate in normal transition events we will do this on a phased basis with all young people back in school full time by Friday, 14th August 2020. (Separate information will be sent our regarding the residence for Dance School of Scotland Pupils)

|  |  |  |  |
| --- | --- | --- | --- |
| **Year Group** | **Date** | **Time** | **Where?** |
| S5-6 | Wednesday, 12th August 2020 | 8.45am | Rooms will be displayed at the front entrance |
| S1 | Wednesday 12th August 2020 | 11.00am | Pupils will be guided by staff to the appropriate rooms |
| S4 | Thursday, 13th August 2020 | 9.00am | Rooms will be displayed at the front entrance |
| S3 | Thursday, 13th August 2020 | 11.00am | Rooms will be displayed at the front entrance |
| S2 | Thursday, 13th August 2020 | 1.15pm | Rooms will be displayed at the front entrance |

**What will be different?**

**Hygiene**

Everyone on entering the building must sanitise their hands using the hand sanitizers at the entrances. They must do this every time they enter the building.

Young people will be provided with anti-bacterial wipes on entering a classroom to wipe down their work station prior to use.

Tissues will be available in each classroom to catch coughs and sneezes or the crook of an elbow can be used.

We will be limiting practical work initially to minimise the sharing of equipment.

**Cleaning**

There is an enhanced cleaning routine in place which exceeds Scottish Government recommendations.

**Physical Distancing**

The advice from the COVID-19 Advisory Sub Group on Education and Children’s Issues is that, subject to other risk mitigations being in place, there is no requirement for physical distancing between children and young people of any age in schools.

Two metre physical distancing between adults and young people should be maintained.

**Entering the building and moving around – KEEP LEFT**

To ease congestion and to ensure safe movement around the school the following entrances should be used. At all times young people should keep to the left hand side of the corridor / stairs and should as much as possible be in single file avoiding large groups forming.

S1&2 – door nearest the Fuel Zone

S3&4 – door nearest the Science Rooms

S5&6 – the main entrance

Young people should exit via the nearest exit

**Changes to the school day**

Prior to lockdown we consulted all members of the school community on changes to the school. The result of this consultation was communicated during lock down. Below is our new times.

|  |  |
| --- | --- |
| **Monday to Wednesday** | **Thursday and Friday** |
| Period 1 08.45 - 09.35  Period 2 09.35 - 10.25  Interval 10.25 - 10.40  Period 3 10.40 - 11.30  Period 4 11.30 - 12.20  Period 5 12.20 - 13.10  Lunch 13.10 - 13.50  Period 6 13.50 - 14.40  Period 7 14.40 - 15.30 | Period 1 08.45 - 09.35  Period 2 09.35 - 10.25  Interval 10.25 - 10.40  Period 3 10.40 - 11.30  Period 4 11.30 - 12.20  Lunch 12.20 - 13.00  Period 5 13.00 - 13.50  Period 6 13.50 - 14.40 |

**School uniform**

The school uniform is:

* School blazer – we have been unable to arrange fitting so these are not required
* White shirt
* School tie
* Black trousers
* Black skirt
* Appropriate school footwear

School Ties - These will be available to purchase on the first day a young person return to school. The correct money, £5.00, should be placed in an envelope / money bag. No change will be able to be given.

**School Lunches**

At present we are only able to provide lunches for those eligible for Free Schools Meals. There will not be a morning service in the Fuel Zone at interval. Young people are encouraged to bring a packed lunch and snacks with them and remain on the school campus. If they do go to the shops then face coverings and social distancing must be observed. At present our Breakfast Club will not be operating. We hope to re-instate this soon and will keep you updated.

**Visitors to the School**

Parents/carers should only attend the school if they have a pre-arranged meeting with a member of staff and social distancing must be observed at all times. Please do not come to the school building unless you have an appointment.

**Face coverings**

The position on face coverings in schools is:

• Face coverings should not be required for most children (other than those clinically advised to wear one)

• Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings should be worn

• Anyone wishing to wear a face covering in school should be allowed to do so

• Should the prevalence of the virus in the population start rising, nationally or in parts of Scotland, schools may wish to encourage the wearing of face coverings, especially among adults and older young people in secondary schools

**Staying vigilant and responding to COVID-19 symptoms**

The whole school community should be vigilant for the symptoms of COVID-19, and to understand what actions they should take if someone develops them, either onsite or offsite. The most common symptoms are:

* new continuous cough
* fever/high temperature
* loss of, or change in, sense of smell or taste (anosmia).

If a young person is exhibiting any of the above symptoms they should not attend school and should seek the appropriate medical advice. If they start to display symptoms whilst at school then a parent/carer will be contacted and asked to collect them as soon possible.

Parents/carers are asked to let us know 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. All calls must be made to the Pupil Absence Reporting Line on 0141 287 0039. The line is open between 08.00-15.30 Monday to Friday. Alternatively, you can use the online form on the Glasgow City Council website at <https://www.glasgow.gov.uk/index.aspx?articleid=18832>

**Traveling to school**

We are aware that a number of young people travel to school by public transport. There may be reduced capacity on services and timetables may have been amended. Please check these and allow plenty of time to get to school as they may not get on their chosen service due to capacity. They will also require to social distance and to wear a face covering. We have recently installed more bike racks so young people can cycle to school and keep their bike secure while attending lessons.

**Communication**

It is important that we have up to date contact details for all parents / carers. If you have moved house or changed your phone number then please ensure you update the school office with your changes. We will send out any updates via Groupcall, Twitter - @KnightswoodSec and our website <http://www.knightswood-sec.glasgow.sch.uk>

**Curriculum**

We have included a booklet giving information about what we will be covering in the first term