

# **Culloden Academy**

**August 2020**

## **FAQ's**

Please find below the answers to the many questions you will have. There will also be further posts on Google Classrooms and we will keep the website and Facebook page updated so that you are able to find the latest information.

Every pupil will have registration time each day during which lots of these questions can be answered and discussed.

### **HOW ARE WE KEEPING YOU SAFE?**

#### **Will I be safe in school?**

Yes, however it is EVERYONE's responsibility to keep our school safe. We have put in place measures to make buses, start of day, classrooms, break, lunch, moving in the corridors, toilets and end of day safe for you. As a community we can make this work but everyone will have to play their part. It is important that all pupils adhere to all the new rules and procedures put in place. No-one can think that this doesn't apply to them.

#### **Do I have to wear a mask in school?**

There is no current requirement for pupils to wear a mask in school. However, pupils are perfectly entitled to wear a mask. Similarly, teachers are not required to wear masks unless they are working in close proximity but some will choose to do so at all times.

#### **Do we have to adhere to social distancing?**

Pupils only need to adhere to social distancing where it is possible. However, although this means that pupils do not have to adhere to the 2m rule, it is important that pupils stay physically apart from each other, wherever possible. In order to achieve this we ask you to avoid physical contact where you can, so no hand to hand contact, horseplay, hugs etc. and you should not crowd together in groups. This is in accordance with the Government guidelines.

The school day has been adjusted to limit times when large groups of pupils will gather and each Year Group will have designated areas to be in at social times to try and enable pupils to keep their distance and designated entry points for different Year Groups. Teachers are required to socially distance from each other and from pupils. This is very important and it is essential that pupils understand this and act responsibly.

## **STRUCTURE OF THE SCHOOL DAY**

### **What will the structure of the school day be like?**

We have slightly altered the structure of the day to allow pupils to move from social time back to classes, with more space in corridors. The S4-6 pupils will have an additional few minutes added onto interval and lunchtime to allow the S1-3 pupils to move to class before the seniors join the one way system. These will be indicated by two bells, S1-3 move to class on the first and S4-6 move on the second bell. These times will be kept under review as we settle back to school and there may be slight changes but we ask that all of our pupils move promptly to lessons at their designated times.

### **Arrival in school**

Pupils should avoid gathering in groups inside or outside the school building before school and they must enter the school via specific doorways. On arrival in school pupils must wash their hands or use hand sanitiser, which will be available at each entry point. Pupils should then go directly to their registration classroom. Should a pupil arrive late to school, then they should report to the main office as normal, via the main entrance.

Pupils in S1-S3 should use the main entrance at the front of the school. Pupils in S4-S6 should use the doors at the end of the PE corridor and at the base of the SMT stairs if they need to go upstairs.

## **WHAT WILL THE TRANSPORT ARRANGEMENTS BE?**

### **Can I walk or cycle to school?**

Yes. In fact, if you are able to cycle or walk to school safely we would definitely encourage this. The open bike shed next to the bus bays, and the enclosed bike shed beyond the staff car park will both be open for pupils to use. These sheds may be busy and pupils may have to wait until there is sufficient space to enter and lock up/collect their bike.

If parents are driving pupils to school, they are asked not to drive through the school grounds but to drop pupils on Keppoch Road or on nearby roads. If you are waiting to collect your child at the end of the day we do ask that parents turn their engines off as opposed to leaving them idling to reduce harmful emissions for pedestrians and cyclists.

### **How will the buses work- will there be social distancing?**

On school transport there is no requirement for pupils to adhere to social distancing or to wear a mask but pupils must remain in their seat and avoid being in physical contact with others on the bus. Hand sanitiser will be available on all buses.

If pupils travel on public transport, including the 2U bus which comes into the school turning circle, they will have to adhere to the current government legislation and are required to wear a mask and to adhere to all rules and procedures.

### **What will intervals and lunchtime be like?**

During morning interval all pupils are required to stay in school. Pupils will be able to purchase from the school canteen or may prefer to bring in their own snacks. Pupils will be asked to remain in their Year Group areas unless the weather is wet and then additional indoor space will be made available.

There will be designated spaces around the school for pupils to go during intervals and lunchtimes. These are

- S1 from front doors to the PE Sports Hall
- S2 from the front doors to the end of the Language Department and bike sheds
- S3 behind school between Languages, Science and the Social Subjects rooms
- S4 between Music and PE
- S5 in the quad between the canteen, Science and Technology
- S6 in the quad between the canteen, Science and Technology

If pupils choose to leave the school site at lunchtime, they must then adhere to the Scottish Government rules regarding social distancing and wearing masks. If they walk to local shops, they must wear a mask whilst in the shops and follow the shop rules regarding the number of people in the shop at any one time. We obviously ask that all our pupils behave responsibly whilst in the community and respect the social distance of the adults around them.

### **What if I feel unwell while at home?**

Where children/staff have a high temperature, new continuous cough or loss or change to their sense of smell or taste, they should remain at home. Please contact the school office as usual to notify the school of the absence. Advice in what to do can be found below:

<https://www.nhsinform.scot/self-help-guides/self-help-guide-coronavirus-covid-19> .

### **What if I start to feel unwell in school?**

Notify your teacher immediately. We will remove you from the setting to an appropriate area in the school which has been identified to ensure you can be isolated but appropriately supervised until arrival of emergency contact. Emergency contacts will be informed immediately.

### **What systems and resources will the school have in place to support hand-washing?**

Pupils will be asked to wash their hands when they arrive in school first thing. There will be sanitising stations at each entry point or pupils may wish to bring their own.

There will be spray, wipes and hand-sanitiser in every classroom and hand sanitiser at all entrances. Toilets will be well supplied with soap for hand-washing.

Pupils will also be required to wash hands/sanitise hands after intervals and lunchtimes - if you are timetabled to Art, Science or Home Economics you will be able to wash your hands in the classroom.

### **What cleaning will take place each day?**

There will be additional cleaning in school. Cleaning will take place throughout and at the end of the school day.

### **How will the toilets work?**

To avoid overcrowding, there will be no access between lesson change over. Plenty of soap will be available and there is a strong emphasis on hand washing after visiting the toilet. In terms of the cleaning of the toilets, this is likely to be ongoing throughout the day but not after every visit.

### **WILL THE SCHOOL LOOK DIFFERENT?**

#### **Will there be signs?**

Yes, there will be lots of signage around the school to remind you what to do.

#### **What will movement in the corridors be like?**

We will need to ensure that everyone abides by the existing one way system around the school. There is clear signage and it is really important that you follow this. The one way system enables us to minimise the contact between individuals and the **only** exception to this would be for people who have a lift pass.

#### **Will there still be lockers?**

Yes, the locker system will operate as normal.

#### **Do I have to wear school uniform?**

The Culloden Academy school uniform remains an important part of our school and our standards. Below is the link to the council website that families can use to apply for a clothing grant. We will also be making our recycled clothing available.

<https://www.highland.gov.uk/info/899/schools - grants and benefits/10/free school meals and assistance with clothing>

Classrooms will be well ventilated to maintain safety and so windows will be open. Pupils will be permitted to wear outside clothing in class if they are cold over their uniform..

#### **What is the system for getting food at lunch and break-time?**

It is possible to pre-order food from the canteen and we would encourage you to do so. Register teachers have paper order forms and if you wish to fill one in, it can be submitted to the canteen at the end of break. There will be a reduced menu and all hot food will be in disposable containers/wrappers. You can find details of what will be available at the catering section of the Back to School pages on the Council website which can be found at:

[https://www.highland.gov.uk/info/878/schools/930/back\\_to\\_school](https://www.highland.gov.uk/info/878/schools/930/back_to_school)

For hygiene reasons we will also be rearranging the social area. If you do bring your own snacks and packed lunches there can be no sharing of food. Pupils are also encouraged to top up their school meal card using the online system.

[https://www.highland.gov.uk/info/878/schools/9/school\\_meals/2](https://www.highland.gov.uk/info/878/schools/9/school_meals/2)

## **WHAT WILL LEARNING LOOK LIKE?**

### **What will my classrooms look like?**

Some classrooms will look very different. In most rooms desks have been rearranged to face the front with pupils sitting side by side. This will obviously change the set up in a number of rooms. There will also need to be extra space to ensure that there is 2m between pupils and the teacher, if the teacher is sitting at their desk or using the board and 2m from PSA's.

This will also change how teachers are able to teach, and how PSA's can support and it will feel quite strange at first. Teachers and PSA's will be working with each other and sharing ideas on how to make learning and teaching work best in this new set up.

### **What will happen when I get to class?**

We want to minimise time in the corridor; your teacher will therefore direct you straight into the classroom and to your seat. Your teacher will advise you how seating is decided upon and you must follow instructions. When you arrive in class you will be expected to wipe down the table and chair you are going to use. Equipment will be provided for this. You must place bags on the floor, and not on the desk. Again it will take some time to get used to this, but hopefully it will quickly become routine.

### **Will I still get all the same subjects?**

All subjects are still available; however, there will be some changes in a number of subjects and limits on what you can do. In PE, for example, a number of activities will not be possible and for the first term the aim is for all PE to be outside. In Music, while it is impossible for some equipment not to be shared, this will need to be managed and cleaning routines put in place. In practical subjects, pupils often gather around the teacher to watch demonstrations; this will need to be done in a different way, perhaps using technology. Please be patient and understand that your teachers will be doing their very best to make the learning experience as positive and valuable as possible.

### **What equipment should I bring and what will be available in class?**

You can bring pens, pencils, calculators and Chromebooks but there should be no sharing of equipment. If you forget your pen/pencil - the school office will have some resources that you can take. If you have to borrow from the office, then you keep what is given to you. You shouldn't bring anything extra to school that you do not need.

### **How will the Pupil Support department work with me?**

If you receive additional support it will still be there. However, given the 2m distancing rules between staff and students it may be difficult for staff to support in the way you might be used to. The important thing to know is that support is still there, it may just look and feel a little different. Pupils who have support, either in lessons or in the Support Department will need to work with the support staff to find ways of working which enable the staff to maintain the required 2m social distancing but that work for you as well as an individual. Certain rooms in the Support Department will not be available which were previously used and pupils will need to respect these changes.

**What if I have fallen behind while working at home?**

Please be reassured it can be fixed. One advantage of Google Classroom is that activities and presentations remain accessible for a long time. One of the reasons we are so keen to get pupils back into school is that we are missing face to face contact. One major thing that we all learned during school closures was how it can be difficult to stay motivated. Hopefully, having everyone back in school will help with this. We will also be looking at what additional support might be put in place to help anyone who now has large gaps in their learning. School closures also taught us a lot about taking responsibility; it is therefore really important that everyone does everything possible to keep up with class work.

**Have there been any changes to the Promoting Positive Behaviour policy?**

We will need to make minor changes to the behaviour code to comply with the new ways we are all working. The Guidance team will discuss this with you in your PSE lessons. We also need to be clear what the consequences would be if a pupil were to deliberately break social distancing rules. However, we are confident that pupils will understand the seriousness of the situation and the importance of adhering to these new rules and procedures - remember that they are there to keep you and everyone else safe.

**How do I get help with my Mental Health?**

Your first route is through your Guidance Teacher and we will be addressing the impact of lockdown on our wellbeing during PSE. We will be keen to hear the views and ideas of the Pupil Voice on supporting pupils. There is also lots of online support available for young people and this can be found on the support document that is available on the school website, school Facebook page and also on posters around school. We recognise that the schools' closures have had a massive impact on everyone's mental health. To try and minimise pupils waiting around outside their Guidance office in busy corridors we will be asking pupils to email their Guidance Teacher if they have an issue and their Guidance Teacher will respond with a time to meet. This means that pupils get a prompt response, within a predictable time frame for a meeting and reduce their exposure to lots of other people. The same will be the practice for contacting other support staff, such as the ASN team and CSW's. If there are urgent issues, pupils should see their Year Head for assistance.

**Will there be after school activities?**

Not initially. To give plenty of time for the cleaning team to make our building clean and safe, all staff and pupils are expected to leave the building within 30 minutes of the end of the school day.

**Will I still get my weekly music lesson?**

Peripatetic Music lessons will start again next week. It is hoped that most of the instructors in school will be able to be in school for face to face lessons but some will still teach through Google Meet, depending on risk assessments. Parents/pupils will be contacted by the instructors this week for confirmation.

**Will we be able to use the library and social areas?**

Pupils will have to adhere to the areas set for interval and lunchtimes so not everyone will have access to all spaces.

**Can I get water from the drinks fountain?**

Yes, but we are asking that no-one drinks directly from fountains, they should only be used for filling water bottles. We also ask that you ensure that the neck of your bottle does not touch the spout to eliminate cross contamination.

**What if I have an appointment during the day and need to sign out or arrive late to school?**

The normal systems apply; you will be asked to check in with the school office. However, given the time we have all spent away from school, we would hope that everyone will do their very best to be in school as much as possible.

**Schools started back a week early this year, do we get this time back?**

Yes, you are going to get an extra week next Summer. So the Summer holidays next year will be 7 weeks.

**Will there still be prefects?**

This year we have appointed S6 Senior Prefects, an S5 Prefect Team and an S3 Junior Prefect Team. These students will be working with you as a student body to help with the smooth running of the school and their role will be even more important this year with all of the changes.

**Will we still have assemblies?**

It will not be possible to have Year Groups gathered in the Lecture Theatre for the foreseeable future. However we can still get whole school messages delivered via registration, PSE lessons, Google classrooms, Google Meets and video messages.

**Can I still meet with my CSW/Social worker?**

Yes but many of these meetings may well take place through Google Meets or some other platform. We do have offices that can be used for socially distanced meetings if required. In some cases socially distanced walks will be used to enable pupils and staff to meet and discuss issues.

**Do I need to bring hand-soap and hand-sanitiser?**

It is not compulsory, the school will have adequate supplies. There will however be considerable queues for these at some points and If you feel safer or more comfortable bringing your own, you can do that.

**What if I need to go to the school office?**

Please only report to the main pupil office if absolutely necessary. You will be issued with one timetable; please take a photograph or a copy of it as soon as possible. If you need to phone home the office has a mobile phone that you can use, this will be wiped down between each use.

Please do not come to the office and ask for change; they will not be able to hand out money.

There will be lots more questions over the coming days and the next term. We will constantly be reviewing all our procedures, the priority being to keep everyone safe in school. We appreciate that you may be very anxious about coming back to school, or disappointed to read all these new rules and procedures. School will not be the same as it was before lockdown, but remember that all these changes are there to protect you and everyone else.

We are really looking forward to welcoming everyone back to school and hope these FAQ's help to reassure you that we are working hard to keep you safe.

Thank you