



# Shetland Islands Council

Mrs J Wadley  
Head Teacher



BELL'S BRAE PRIMARY SCHOOL  
LERWICK, SHETLAND, ZE1 0QJ

Tel Lerwick (01595) 743720  
Fax Lerwick (01595) 807302  
E.mail: [bellsbrae@shetland.gov.uk](mailto:bellsbrae@shetland.gov.uk)  
Website: [www.bellsbrae.shetland.sch.uk](http://www.bellsbrae.shetland.sch.uk)

20 June 2017

Dear Parent/Carer

I am writing to inform you that Bell's Brae Additional Support Needs Department will close on **Thursday 29 June at 3.00pm** and will reopen on **Wednesday 16 August at 11.15am**.

As a result of funding received from the Scottish Futures Trust, DITT have been contracted to carry out a programme of building and maintenance works at Bell's Brae School. A significant part of these works will take place in the Additional Support Needs Department this summer.

While we are all delighted that these improvements are happening, we are also aware they will not happen without disruption.

Following lengthy discussions with the contractors, architect and council staff, it was clear that in order for such a large amount of work to take place within a very tight time frame, DITT require access to the building as soon as possible and will begin work in the ASN Department on Friday 30 June at 3.00pm. This work requires the whole department to be cleared.

I am sure that you will appreciate that this is a huge job and one that cannot possibly take place safely while the children are attending.

To enable staff to carry out this removal, and following approval received today from the Director of Children's Services, we can inform you that the ASN Department will not be open to pupils on the last day of this term.

This means that **Thursday 29 June** will be the last day children can attend the ASN department. Similarly, staff will require time to reinstate the classrooms when the work is completed. To enable them to do this, Bell's Brae ASN department will re-open to pupils on **Wednesday 16 August at 11.15am**.

Please be assured that this is a decision we have not made lightly and we apologise for any inconvenience this may cause.

Yours faithfully

Julia McGinlay  
Depute Head Teacher (ASN)