



**Shetland  
Islands  
Council**

Mrs J Wadley  
Head Teacher



BELL'S BRAE PRIMARY SCHOOL  
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22 August 2018

Dear parents/carers

#### **PLEASE RETAIN FOR REFERENCE**

It is hard to believe that the summer holidays are over. We hope that you all managed to get a break and enjoy some of the lovely weather we had.

Welcome back to all our pupils in P2 to P7. A special welcome to all the new pupils to Primary 1 and we hope that they enjoy their first year in primary school. They start their first full week on Monday 10<sup>th</sup> September.

**Dinner money** – the cost of school lunches is £2.20 per day. Pupils in P1-3 are still eligible to free school meals. As was the case last session parents should opt in or opt out for school meals on a termly basis. A separate letter with more details will follow.

**Free school meals/clothing grant** – if you think you qualify for free school meals and/or a clothing grant, application forms are available from the school office and online at: <http://www.shetland.gov.uk/education/ClothingGrants.asp>. Families who received free meals last session must reapply for this session.

**Attendance** – For any planned absence parents/carers should complete a pupil absence form available from the school office or online at <https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/handbookforms/>. If your child is absent due to illness please phone the school office between 8.30 and 9.30 am. Any unexplained absences will be followed up by office staff.

All children should be at school in time to start at 9.00am. Any latecomers should use the main door on Gilbertson Road. Please note that the school doors do not open until 08.30 am and although we have some school staff employed prior to 09.00am supervision for pupils is **not guaranteed** in the school or playground before 09.00 am.

Our Information Booklet is updated every December and is available from the school office and online at: <https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/handbookforms/>

**Contact details** – Please ensure you notify the school of any changes in address, home or work phone numbers.

**Requirements** – all pupils need an apron/shirt for Art and gym shoes, T-shirt and shorts for PE. These items are kept in the school. Pupils also need a pencil and rubber. For safety reasons, it is advisable that children only wear stud earrings to school. Pupils should also bring a water bottle for use in their classroom. We will be hoping to make use of the outdoors for learning opportunities in PE and other curricular areas. A pair of tracksuit bottoms would be a valuable addition to their PE kit and pupils should try to bring an item of warm outerwear to school to allow us to maximise opportunities.

**Medicines** – staff are unable to administer any medicines to children (except where a Care Plan has been drawn up). If your child has asthma we will require you to complete a School Asthma Card. These are available on the school website [https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/files/2017/04/Appendix-1-School\\_Asthma\\_Card1.pdf](https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/files/2017/04/Appendix-1-School_Asthma_Card1.pdf) or from the school office.

**School uniform** – all items of clothing are available from Intersport on Commercial Street.

**Parking** – for safety reasons, parents/carers should **not** use the staff car park as a drop off point. A dedicated drop off/pick up point is available in Bell's Road.

In the interest of safety we ask that parents/carers do not wait to pick up their child(ren) in front of the school building at 3pm. Last session we took part in a safety campaign and were able to display child characters in front of the school, respectfully asking parents/carers to park somewhere else. The response to this was amazing with the area remaining clear. However, our Junior Road Safety Officers noted that once these were removed people started to park in front of the school again. They were

extremely disappointed with this and feel that this is laziness as parents/carers were obviously able to find other places to park during this campaign.

**Swimming**– swimming lessons for P4-7 will start next week, Monday 27 August and will continue until 3 October. Swimming galas will hopefully take place during the week beginning 8 October.

Please ensure that your child knows when his/her swimming day is (as per table below). It would be appreciated if you could co-operate in the following:-

As children will walk to and from Clickimin they should wear suitable outdoor clothing on swimming days. Please ensure that your child has a jacket with a hood or a hat on these days.

- Children should be able to get themselves changed quickly and therefore should wear easy fitting clothes.
- Children with long hair must either wear swimming caps or have their hair securely tied back.
- If your child cannot participate in swimming a signed note must be given to the class teacher.

Mondays	P7s, P7n, P6n, P5s
Tuesdays	P6s, P4n
Wednesdays	P4s, P5n

**Lost property** – various items of clothing were left in the school last session. Please feel free to come and have a look at these. However, this problem could be minimised if you could ensure that your child's name is on all items of clothing worn/brought to school. Items not claimed will be given to charity by the end of this term.

**Parent Council Meetings** – parents are entitled to attend these meetings. The AGM and the next meeting of the Parent Council will be held in the staffroom on Tuesday 11 September at 1800.

**Communication** – Our recently updated website <https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/> is kept up to date and will provide you with a wide range of information. We strongly advise you to visit it regularly to see what is happening in school and for key information such as dates, letters, policies etc. **There is an option to subscribe to the page for automatic updates.**

If for any reason you are unsure or unhappy about the service we are providing we urge you to get in touch with a member of school staff. We are keen to improve our service so want to hear direct from parents/carers of any issues or concerns. In this modern day it is very easy to comment or criticise on social media and often this can get out of hand and cause a huge amount of upset or stress. It also does not provide school staff with an opportunity to address issues. It is important that we all provide our young people with positive role models around the use of technology and social media.

**School Improvement Plan** - Our Improvement Plan for session 2018-2019 and our Standards and Quality Report for last session are now complete and share with you our progress and priorities for improvement. This document and its summary can be found on the school website.

<b>TERM DATES FOR SESSION 2018-2019</b>		
Term 1	Monday 20 August – Friday 12 October	40 days
<i>October holidays</i>	Monday 15 October – Friday 26 October	10 days
Term 2	Monday 29 October – Friday 21 December	40 days
<i>Christmas holidays</i>	Monday 24 December - Friday 04 January 2019	10 days
Term 3	Monday 07 January – Friday 29 March	60 days
<i>Spring holidays</i>	Monday 01 April – Friday 12 April	10 days
	<b>(Spring Holidays do not include Good Friday or Easter Monday)</b>	
Term 4	Monday 15 April – Friday 05 July	60 days

<b>Occasional Holiday Dates for Session 2018 - 2019</b>	<b>In-service Dates for Session 2018 - 2019</b>
Wednesday 30 January 2019	Monday 20 August 2018
Friday 22 February 2019	Tuesday 21 August 2018
Monday 25 February 2019	Monday 29 October 2018
Monday 22 April 2019	Tuesday 30 October 2018
Friday 31 May 2019	Monday 07 January 2019

**Sharing of Personal and Educational Data About Pupils** - Please find below an information notice from the Schools Service which explains that on occasion the Schools Service may be required or requested to use or share personal or educational data about pupils. The notice explains what kind of information may be shared, with whom and why.

### **Sharing of Personal and Educational Data About Pupils**

The Shetland Islands Council's Schools Service works together with other Council departments and outside organisations and on occasion may be required or requested to use or share personal or educational data about pupils. This Notice explains what kind of information may be shared, with whom, and why.

### **Why do we need your data?**

In order to make the best decisions about how to improve our education service, the Council, the Scottish Government, and other partners such as the NHS Shetland, Scottish Qualifications Authority and Careers Scotland need accurate, up-to-date data about our pupils. We are keen to help all our pupils do well in all aspects of school life and achieve better examination results.

Accurate and up-to-date data allows us to:

- plan and deliver better policies for the benefit of all pupils,
- plan and deliver better policies for the benefit of specific groups of pupils,
- better understand some of the factors which influence pupil attainment and achievement,
- share good practice,
- target resources better.

### **Use of Data**

The Council will collect, process and disseminate educational and personal information required for planning, management and monitoring of the schools service. The Council may also use pupil information for the operation and management of other services of the Council which pupils use, such as the Library Service, Transport Service, or Shetland College. Pupil information is also transferred when pupils move schools.

The Council also works with a range of partners including other Local Authorities, the Scottish Government, HM Inspectorate of Education, Careers Scotland and the Scottish Qualifications Authority. On occasion, we will make individual educational data available to such partners and also academic institutions to carry out research and statistical analysis. In addition, we will provide our partners with personal information they need in order to fulfil

their official responsibilities. For example, we share school rolls with NHS Shetland so that the school health service can liaise with schools for routine work including vaccinations, and so that pupils moving into or out of Shetland can be identified. On these occasions, only basic personal information such as school, class, name, home address and date of birth is shared. If the Council is of the view that the sharing of other information is beyond what would be considered basic information, explicit consent will be sought from parents/pupils to share such information.

### **Data policy**

Educational and personal data within the Council is managed effectively by secure systems and as a valuable corporate resource, is subject to confidentiality restraints. Any sharing of data will be done under the strict control of the Council and within the terms of the Shetland Information Sharing Policy. Data is held securely and no information on individual pupils can or would be published by the Council without explicit consent.

### **Your data protection rights**

The collection, transfer, processing and sharing of data is done in accordance with the Data Protection Act (1998). The Data Protection Act gives you the right to know how we will use your data.

The terms of this Notice provides implied consent for the Council to share basic personal and educational data about pupils within the Council and with its partners for the purposes of research, statistical analysis and official responsibilities. This does not provide consent to share such information with private individuals. You have the right to refuse consent for the sharing of pupil information and you can do so by writing to the Schools Service.

Further details about pupil information sharing, or to refuse consent for basic information sharing as outlined above, please contact the Schools Service: by writing to: Executive Manager – Schools, Hayfield House, Hayfield Lane, Lerwick, Shetland, ZE1 0QD; by Telephone: 01595 744000; by Fax: 01595 744010: or by email:

[shona.thompson@sic.shetland.gov.uk](mailto:shona.thompson@sic.shetland.gov.uk)

April 2012