

It's that time of year again when we must remind you about the arrangements for reporting absences and dealing with deteriorating weather conditions.

#### **Fundraising**

A big thank you to everyone who has supported our school raffle - we have been really pleased with the number of tickets sold already. Can we please remind you to return books and money to the school office? We are also delighted to have received a donation from NorthLink - a **travel voucher** for free return travel from Lerwick to Kirkwall or Aberdeen for 4 passengers and a standard cabin valid until 30 June 2018.

#### **Pupil Absence/Appointments**

Parents/carers are asked to **report all absences**, between 0830 and 0930, on each day of absence. The Scottish Government advises that where the school does not receive notification from parents/carers, pupils absence will be recorded as 'truancy'. Where the school has not been informed of an absence, staff will endeavour to contact parents/carers/emergency contacts before 1030 to ensure they are aware that their child is not at school and to confirm the reason for their absence. If parents/carers cannot be contacted, the absence will be referred to the school management team who will decide on the most appropriate action to take. This may have to include contact with another agency. Schools are legally obliged to keep records of both authorised and unauthorised absences and these are reported annually to the Scottish Government.

NHS Shetland have a lot of advice on norovirus (winter vomiting bug). The key message is to advise the public to **stay at home** for 48 hours after their norovirus symptoms have stopped to avoid spreading it further.

Parents/carers are reminded that they should notify the class teacher either by sending in a note or by writing in their child's homework diary when they know in advance that their child is to be taken out of school for an appointment. It is only necessary for the parent/carer to phone the school if the appointment has been arranged on the day and they have been unable to inform the class teacher in writing.

#### **After School Arrangements**

To avoid distress and upset could parents/carers make sure that children know what arrangements are in place for after school, before leaving home in the morning. Phone calls to the school with after school arrangements should only be made in exceptional circumstances.

#### **Winter weather**

Whenever the weather is reasonable we will be encouraging children to get fresh air and exercise, therefore please ensure that your child has a waterproof jacket with them every day and appropriate footwear. **Please try to ensure that all clothing/footwear has your child's name in it.**

A pair of tracksuit bottoms would be a valuable addition to their PE kit.

Just a reminder that information about school closures due to bad weather will be announced on local and national radio - Radio Shetland at 5.30pm, Radio Orkney at 7.30am and SIBC. However parents/carers are responsible at all times for deciding whether to send their children to school. Parents can follow alerts on twitter. A direct link to this can be accessed through the Shetland Islands Council home page [www.shetland.gov.uk](http://www.shetland.gov.uk) click on twitter 'follow@shetIslandsCll' button at the top right corner of the page. We will also add updates to our school website: <https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/>

Please look out for the 'snow day' worksheets which your children will be bringing home soon.

#### **Road Safety/Parking**

We would like to remind all parents/carers that parking outside the school on Gilbertson Road is restricted. This area should only be used to pick up/drop off pupils and anyone parking in this area may be issued with a parking ticket. There should be no stopping whatsoever on the zig zag lines. The law states you cannot stop, wait or drop off passengers on zig zag lines during the hours given on the accompanying sign.

It is an offence to park on the double yellow lines. This applies equally to the school car park and perimeter school grounds.

The staff car park should only be used by staff and must be kept easily accessible for the emergency services. School staff and the Parent Council have received concerns about parents/carers using the staff car park to pick up and drop off their children. This is extremely unsafe and placing children at risk. **Therefore, please do not use the staff car park to pick up and drop off children.**

#### Electronic Gadgets

Please remember that as a result of the parent and pupil consultation, electronic gadgets are not allowed in the school. Any pupil requiring a mobile phone after school and carrying that with them should leave it switched off in their school bag whilst at school. Please reinforce this at home.

#### First Minister's Reading Challenge

Pupils in all classes will be participating in the First Minister's Reading Challenge. This will promote reading for enjoyment and all children will be encouraged to read more and log this in their Reading Passport. Any reading they undertake at home should also be celebrated in their passport.

#### Dates for your diary

Friday 17 November	Children in Need - as pupils may be involved in some fundraising activities please feel free to send in donations for this worthy cause.
Monday 11 and Tuesday 12 December	P1 performances - 2pm
Tuesday 12 December	Raffle drawn (in presence of P1 parents/carers)
Thursday 14 December at 1830	P7 performance to parents/carers
Friday 22 December	School closes for Christmas holidays
Tuesday 9 January 2018	School open for pupils

Please keep a look on the school website for dates, information and updates on what is happening in school.

<https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/>