



**Shetland  
Islands  
Council**

Mrs J Wadley  
Head Teacher



BELL'S BRAE PRIMARY SCHOOL  
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<https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/>

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Dear Parents and Carers

**Due to the uncertainty around COVID-19 and advice from the Scottish Government the decision has been made that when staff and pupils return to school in August we will maintain mitigations that are currently in place, as per Scottish Government Guidance. Should we be in a position to lift some restrictions we will do so gradually, once everyone is back in school.**

**This letter contains important information regarding your child(ren) return to Bell's Brae School.**

Full attendance for pupils will restart on **Wednesday 18 August 2021**.

<b>What happens when pupils arrive in the morning?</b>	The school will be open from 0845 in the morning. Children should not be not be dropped off prior to this time as we are unable to provide supervision. When they arrive, children must make their way to their classroom where they will be supervised until the bell rings for the start of the school day at 0900. They are not to remain in the playground/outdoor areas, with the exception of P6 and P7 who are old enough to play unsupervised. Children should enter through the following doors in the three storey block:	
	Pupils in classes on the bottom floor. P1n, P1s, P2n, P2s and P3s	The sliding door underneath the link.
	Pupils in classes on the middle floor P3n, P4n, P4s, P5n and P5s	The door nearest the staff carpark. Pupils may know it as the door at the bottom of the slope down from the P1-4 playground.
	Pupils in classes on the top floor P6n, P6s, P7n and P7n	The door that faces out to Gilbertson Road.
	Pupils who attend the ASN Department	The door next to Mrs McGinlay's office. Pupils will be met by staff outside her door.
<p>School staff will be on hand over the first few days to point you in the right direction and answer any questions you may have. A member of the management team will be in the playground at Gilbertson Road every morning meeting and greeting the children and available to talk to any parents/carers that require this.</p> <p>School staff will be at each of these doors to assist with the application of sanitiser before pupils move on to their classrooms. Hand sanitiser will also be available in every classroom and at various points throughout the school.</p> <p>On arrival in the classroom, pupils will hang their jackets and school bags the backs of their chairs before being asked to wash their hands.</p>		

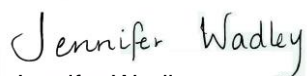
Home time	<p>This will continue to be 1500. Pupils on the different floors will leave by the same doors they entered through in the morning.</p> <p>School staff will make every effort to ensure that nothing is left behind at the end of the day! However, please encourage your children to remember to take home water bottles, lunch boxes, etc. if these have been brought from home.</p> <p>National advice states that parents should avoid contacts with other parents, children and young people at the school gates, on the way to school and after school in order to try and reduce community spread/outbreaks. If parents/carers are dropping off children, they should wear face coverings;</p>									
What do pupils need to bring?	<p>We have been advised that pupils are not required to wear face coverings in school. However, if your child wishes to wear one they can do so.</p> <p>Pupils should bring the minimum amount of personal possessions with them each day and these must not be shared with other pupils. We will provide a named 'zippable' folder for every child containing all the key items of stationery, e.g. pencils, rubbers, colouring pens, glue sticks, etc. so the need to handle shared resources is removed. This will be kept in a child's tray in their classroom and not touched by other children.</p> <p>Children can bring a labelled water bottle with them which can be refilled in school. Drinking directly from water fountains will not be able to happen.</p> <p>Children should also take a snack with them each day as we will not be operating a tuck shop service. Ideally, this should be a small and healthy snack to eat during morning interval. <b>Please do not put popcorn in to school with your child(ren) due to a severe allergy within the school.</b></p> <p>On the days pupils have PE, they should wear suitable clothing for physical exercise as we are unable to use changing rooms at this time. This could be tracksuit bottoms, joggers, running tights, leggings, etc. Please remember to wear trainers on this day! Teachers will share timetable information with classes at the beginning of term so you know when they'll need this type of clothing.</p> <p>Art aprons can be sent in if you wish. Again, these will be stored in pupils' trays and not touched/worn by others.</p>									
Break times	<p>Morning interval and lunch break will continue to be staggered to ensure that pupils are playing in designated areas across the school with children playing outside in the following groupings – P1/2, P3/4 and P5-7.</p> <table><tr><td></td><td>Morning Break</td><td>Lunch break</td></tr><tr><td>P1 – 4 classes</td><td>1030 - 1045</td><td>1215 – 1245*</td></tr><tr><td>P5 – 7 classes</td><td>1050 - 1105</td><td>1255 - 1340</td></tr></table> <p>*An additional 15 minute break will take place during the afternoon for P1 -4 classes to ensure equity with the older classes.</p> <p>Pupils will be asked to wash their hands before and after eating and on their return to the classroom from playing outside.</p> <p>Unless it is unsafe to do so, we will be looking to have all pupils outside at break times.</p>		Morning Break	Lunch break	P1 – 4 classes	1030 - 1045	1215 – 1245*	P5 – 7 classes	1050 - 1105	1255 - 1340
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Lunches	<p>As mentioned above, we will be staggering lunch times, with the P1-4 classes and pupils from the ASN Department receiving their lunches a little earlier than the P5-7 classes. Any previously notified dietary requirements will be observed in the preparation of lunches. Packed lunches can be brought from home. Mrs McGinlay may contact the parents of some children attending the ASN Department to specifically discuss their dietary needs.</p>									

	Lunches will continue to be eaten in the classrooms. Again, this is to limit the times when large groups are liable to meet in the school. Learning materials will be stored away and school staff will wipe down tables prior to eating. Hands will be washed before and after food has been consumed and adult supervision will be present in every classroom.
<b>Visitors to school</b>	We are having to ask that visitors to school should only be for essential purposes. However, if you feel you need to visit, please contact the school in the first instance so that arrangements can be made. If you do have to come into school, please remember to wear a face covering and report directly to the main school office.
<b>Feeling unwell?</b>	<p>Remember that the main symptoms of COVID-19 to look out for are</p> <ul style="list-style-type: none"> <li>a new, continuous cough</li> <li>fever/high temperature</li> <li>a loss of, or change in, sense of smell or taste.</li> </ul> <p>If you, or a member of your family, exhibit any of these, please stay at home and immediately refer to the Test and Protect programme at <a href="https://www.healthshetland.coc/health-topics/news/uk-government-testing-scheme-up-and-running-in-shetland">https://www.healthshetland.coc/health-topics/news/uk-government-testing-scheme-up-and-running-in-shetland</a></p> <p>If your child will not be in school due to illness, whether COVID-19 related or not, please contact the school office in line with our absence management procedures.</p> <p>Should your child start to feel unwell in school, please be assured that we have systems in place to support them. I would remind you that it is essential that we have accurate and up to date contact details for you, including any emergency contact details. Please contact the school if these have changed.</p>
<b>Face coverings</b>	<p>All adults in the school must wear face coverings wherever they cannot keep 2m distance from other adults or children and when moving around the school in corridors and other communal areas. There are exemptions within the ELCC, P1, P2 and for staff who support some of our learners with additional support needs.</p> <p>Face coverings should be worn by parents and other visitors to all school sites (whether entering the building or otherwise) including parents at drop-off and pick-up.</p>
<b>Ventilation</b>	The latest scientific advice identifies that ventilation is an important factor in mitigating against the risk of far-field (>2m) aerosol transmission. To support this we will be partially opening doors and windows to provide ventilation while reducing draughts.
<b>Further information</b>	<p>We have a page on our school website which provides all the COVID related school information in one place. <a href="https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/covid-guidance-and-information/">https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/covid-guidance-and-information/</a></p> <p>It also has links to the Scottish Government guidance and other useful websites. It also contains our COVID risk assessment</p>
<b>Transport</b>	<p>Pupils who live in Bressay should have received information detailing their journeys to and from school – please get in touch if you haven't. The supervision of Bressay children after 1500 will continue in the P1-4 playground.</p> <p>Several of our pupils access the 'Town Service' both in the morning and in the afternoon. As this is not school transport, the national guidance for travelling on public transports will need to be adhered to.</p> <p>The families of pupils who attend the ASN Department will also have received information about transport. Please contact Mrs McGinlay if you have any questions about this.</p>
<b>Breakfast Club/ After School</b>	Until cohorts of learners are permitted to mix indoors within school settings we will be unable to offer these clubs.

We have been so impressed with how well the pupils have adapted to the 'new normal' and hope that as the term progresses we can ease things so that more children can mix in and out of the school building.

We would like to thank you all for your continued support. We are fully aware of the impact that these restrictions and the pandemic have had on families and we continue to be so grateful for all your understanding and patience as we strive to deliver the best education possible for your child(ren).

Yours sincerely

A handwritten signature in black ink that reads "Jennifer Wadley". The script is cursive and fluid.

Jennifer Wadley  
Head Teacher