



Shetland Islands Council



Mrs J Wadley
Head Teacher

BELL'S BRAE PRIMARY SCHOOL
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Dear Parents/Carers,

It is hard to believe the holidays are over and we are at the start of 2022! I am delighted to be appointed to the position of Acting Depute (Early Years) until July 2022.

I am writing regarding pick up and drop off arrangements for your child at Bell's Brae Nursery.

On 23rd December the Scottish Government produced updated Guidance on reducing the risks from COVID-19 in Early Learning and Childcare Settings Non-Statutory guidance to support the continued safe operation of ELC settings. This states that-

However, where possible, parents and carers should not enter buildings unless this has been planned in advance.

To clarify drop off is using the blue gate on Bell's Road. A member of staff will greet you and take your child in. If your child needs to be settled, you are welcome in the outdoor area but we are no allowed to have parents in the Nursery at present. Please remember to adhere to social distancing with other adults, when in the outdoor area.

Pick up will be through the same area. There is a bell fitted on the gate so if you come and there is not a staff member in the area, please ring the bell and wait on the pavement until a member of staff comes.

In order to keep the staff and your child safe the following measures will take place -

- Hand washing and sanitising will take place regularly throughout the day by children and adults.
- Please provide a filled water bottle for your child. This will be accessible in their baskets throughout the day.
- Please do not take any toys/books into Nursery from home.
- PPE will be worn by staff if your child needs to be changed.
- The outdoor area will be used as much a possible so please ensure your child has a jacket with them.
- As we are encouraging the children to be outside in all weathers, spare socks and trousers in your child's bag daily would be helpful.

- Face coverings should be worn by adults at drop off and pick up

The Nursery is open from 8.30 until 4.30 and parents have chosen their hours to suit their requirements. You must ensure your child is only in the setting within their set hours. If you require to alter your hours you must do this by contacting the ELC team at Hayfield. Staff at Bell' Brae are unable to confirm changes.

In the meantime if you require any further information or would like to get in touch please do not hesitate to contact me.

Yours Sincerely,

F Tait

Frances Tait
Acting Depute Head Teacher (Early Years)