



**Shetland
Islands
Council**



Mrs J Wadley
Head Teacher

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

Tel Lerwick (01595) 743720
E.mail: bellsbrae@shetland.gov.uk
<https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/>

19 August 2021

Dear parents/carers

PLEASE RETAIN FOR REFERENCE

It is hard to believe that the summer holidays are over and here we are at the start of a brand new school year! We hope that you all managed to get a break and that this school session is less disruptive as the previous two.

Welcome back to all our pupils returning in P2 to P7. We would also like to welcome a number of new pupils who have joined us from other schools. A very special welcome to all the new pupils starting in Primary 1 and we hope that they enjoy their first year in Bell's Brae. We have been extremely impressed with how well they have settled.

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 – All children should be at school in time to start at 0900. Any latecomers should use the **main door** on Gilbertson Road.

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 0830 and 0930. Any unexplained absences will be followed up by office staff.

Contact details – please ensure you notify the school of any changes in address, home or work phone numbers and your email address. The majority of our communication to parents/carers is sent via email.

Requirements – all pupils would benefit from having an apron/shirt for Art. 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 continue to make use of the outdoors for learning opportunities in PE and other curricular areas. Pupils in P1-4 have waterproof suits. We would recommend that all children have suitable outdoor footwear.

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/public/bellsbraeprimary/uploads/sites/2267/2017/04/Appendix-1-School_Asthma_Card1.pdf or from the school office. Also, please ensure any inhalers your child has in school are renewed as necessary.

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.

Communication – Our 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.** The calendar on the website is kept up to date.

As the majority of our communication to parents/carers is sent via email, we strongly recommend that you check emails on a regular basis so that you are kept informed of school events.

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/>

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 2021-2022 and our Standards and Quality Report for last session are complete and share our progress and priorities for improvement with you. They can be found on the school website <https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/school-improvement-plan/>

School Childhood and School Flu Immunisation Programme 2021/21 – you will soon be receiving information from the NHS about the rollout of this programme. Further information is available at www.nhsinform.scot/childflu.

Yours sincerely

Jennifer Wadley
Head Teacher

School Term Dates 2021-2022

Term Dates

Term 1 Wednesday 18 August – Friday 8 October inclusive

October holidays : Monday 11 October – Friday 22 October

Term 2 Wednesday 27 October – Tuesday 21 December inclusive

Christmas holidays : Wednesday 22 December 2022 – Tuesday 4 January 2022

Term 3 Thursday 6 January – Friday 1 April inclusive

Spring holidays : Monday 4 April – Friday 15 April

Term 4 Tuesday 19 April – Friday 1 July inclusive

Occasional Holidays

Day 1:	Wed 26 January 2022
Day 2:	Fri 25 February 2022
Day 3:	Mon 28 February 2022
Day 4:	Mon 18 April 2022
Day 5:	Fri 27 May 2022

In Service Days

Day 1:	Mon 16 August 2021
Day 2:	Tues 17 August 2021
Day 3:	Mon 25 October 2021
Day 4:	Tues 26 October 2021
Day 5:	Mon 5 January 2022

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

April 2012