



**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/>

16<sup>th</sup> August 2023

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 enjoy some rest and relaxation. This summer we were very lucky with the weather.

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.

<p><b>What happens when pupils arrive in the morning?</b></p>	<p>The school three storey block will be open from 0845 in the morning. Children can enter the school grounds from 0830 and play in their designated playground until the doors open.</p> <p>P1-4 pupils will be in the P1-4 playground and P5-7 pupils will be in the P5-7 playground. <b>There will be supervision in the playgrounds from 0845.</b></p> <p>Children should enter through the following doors in the three storey block:</p> <table border="1" data-bbox="355 1160 1444 1458"> <tr> <td>Pupils in classes on the bottom floor. P1n, P1s, P2n, P2s and P3n</td><td>The sliding door underneath the link.</td></tr> <tr> <td>Pupils in classes on the middle floor P3s, P4n, P4s, P5n and P5s</td><td>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.</td></tr> <tr> <td>Pupils in classes on the top floor P6n, P6s, P7n and P7n</td><td>The door that faces out to Gilbertson Road.</td></tr> <tr> <td>Pupils who attend the ASN Department</td><td>The door next to Mrs McGinlay's office or through the ASN playground. Pupils will be met by staff at these entrances.</td></tr> </table> <p>A member of the management team will be in the playground at Gilbertson Road from 0845 most mornings meeting and greeting the children and available to talk to any parents/carers that require this.</p> <p><b>All children should use the entrances above unless they are accessing the breakfast club or arriving at school after 0900.</b></p>	Pupils in classes on the bottom floor. P1n, P1s, P2n, P2s and P3n	The sliding door underneath the link.	Pupils in classes on the middle floor P3s, 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 or through the ASN playground. Pupils will be met by staff at these entrances.
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<p><b>Parents/carers accessing the school</b></p>	<p>Parents/carers are welcome to accompany their child to the relevant door.</p> <p>Parents/carers picking up their child (ren) at 1500 can meet them in a suitable arranged area within the school grounds or surrounding streets.</p> <p>In the interests of safety any parent/carer accessing the school building can only do so via the main school entrance.</p>								
<p><b>School Lunches/Milk/ Snack</b></p>	<p>The cost of school lunches is £2.30 per day. Pupils in P1-5 are eligible to free school meals. Parents should opt in or out for school meals on a termly basis.</p> <p>Children can bring in a snack to have during their morning break, fruit will be available for anyone without a snack. Due to allergies <b>no nuts</b> should be brought into school.</p>								
<p><b>Free school meals grant</b></p>	<p>If you think you qualify for free school meals and/or a clothing grant, application forms are available school office and online at: <a href="http://www.shetland.gov.uk/education/ClothingGrants.asp">http://www.shetland.gov.uk/education/ClothingGrants.asp</a></p> <p>Families who received free meals last session must reapply for this session.</p>								
<p><b>Attendance</b></p>	<p>All children should be at school in time to start at 0900. Any latecomers should use the main door on Gilbertson Road. Please note that the main school door does not open until 0830 and although we have some school staff employed prior to 0900 supervision for pupils is <b>not guaranteed</b> in the school or</p>								

	<p>playground before 0900.</p> <p>For any planned absence parents/carers should complete a pupil absence form available from the school online at <a href="https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/handbookforms/">https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/handbookforms/</a></p> <p>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. If a child is unaccounted for another service may need to be contacted.</p>
<b>Breakfast Club</b>	<p>Pupils are able to have breakfast from <b>0830 - 0900</b> each morning. The aim of the club is to provide breakfast to pupils who, for one reason or another, have been unable to have breakfast at home. There is a lot of research available stating that children who do not eat breakfast are less able to learn. We also hope that the Breakfast Club will support us in helping pupils to arrive on time in the morning.</p> <p>In the interests of safety and supervision any children arriving at school before 0830 will have to remain outdoors. Access to the breakfast club is at <b>0830</b>.</p>
<b>Contact details</b>	Please ensure you notify the school of any changes in address, home or work phone numbers.
<b>School uniform</b>	Bell's Brae does not have a formal uniform but items of clothing displaying the school logo are available from Intersport on Commercial Street.
<b>Requirements</b>	<p>All pupils need an apron/shirt for Art. They will need gym shoes, shorts and a T-shirt for PE – please ensure that the T-shirt covers their upper body, i.e. no crop or belly tops. Ideally, PE kits should be kept in the school. 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.</p> <p>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.</p> <p><b>We strongly advise that items of clothing that may be removed are labelled with your child's name.</b></p> <p>Every child will be provided with a waterproof jacket and trousers for learning outdoors.</p>
<b>Medicines</b>	<p>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.</p> <p>These are available on the school website:  <a href="https://blogs.glowscotland.org.uk/sh/public/bellsbraeprimary/uploads/sites/2267/2017/04/Appendix-1-School_Asthma_Card1.pdf">https://blogs.glowscotland.org.uk/sh/public/bellsbraeprimary/uploads/sites/2267/2017/04/Appendix-1-School_Asthma_Card1.pdf</a> or from the school office. Also, please ensure any inhalers your child has in school are renewed as necessary.</p>
<b>Parking</b>	<p>For safety reasons, parents/carers should <b>not</b> use the staff car park as a drop off point. A dedicated drop off/pick up point is available in Bell's Road.</p> <p>In the interest of <b>pupil safety</b> we respectfully ask that parents/carers do not wait to pick up their child(ren) in front of the school building at 1500.</p>
<b>Parent Council Meetings</b>	Parents are entitled to attend these meetings. The AGM and the next meeting of the Parent Council will be held in the staffroom on Monday 18 September at 1830. They will be delighted to see any new faces.
<b>Communication</b>	<p>Our website <a href="https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/">https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/</a> 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. <b>There is an option to subscribe to the page for automatic updates.</b></p> <p>Our Information Booklet is updated every December and is available from the school office and online at: <a href="https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/handbookforms/">https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/handbookforms/</a></p> <p>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.</p>
<b>School Improvement Plan</b>	Our Improvement Plan for session 2023-2024 and our Standards and Quality Report for last session are now complete and share our progress and priorities for improvement with you. They can be found on the school website <a href="https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/school-improvement-plan/">https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/school-improvement-plan/</a>

Yours sincerely

Jennifer Wadley

Jennifer Wadley  
Head Teacher

# School Term Dates 2023-2024

## Term Dates

**Term 1** Monday 14 August – Friday 6 October inclusive

*October holidays : Monday 9 October – Friday 20 October*

**Term 2** Monday 23 October – Friday 22 December inclusive

*Christmas holidays : Monday 25 December – Friday 5 January 2024*

**Term 3** Monday 8 January – Friday 29 March inclusive

*Spring holidays : Monday 1 April – Friday 12 April*

**Term 4** Monday 15 April – Friday 28 June inclusive

## Occasional Holidays

Day 1:	Wed 31 January 2024
Day 2:	Fri 23 February 2024
Day 3:	Mon 26 February 2024
Day 4:	Fri 29 March 2024
Day 5:	Mon 20 May 2024

## In Service Days

Day 1:	Mon 14 August 2023
Day 2:	Tues 15 August 2023
Day 3:	Mon 23 October 2023
Day 4:	Tues 24 October 2023
Day 5:	Mon 8 January 2024

## **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:

April 2012