



Mrs J McGinlay
Acting Head Teacher



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

15 November 2023

Dear parents/carers

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

Pupil Absences/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. If a child is still unannounced for at **1100** we will pass this on to Duty Social Work.

Schools are legally obliged to keep records of both authorised and unauthorised absences and these are reported annually to the Scottish Government. Requests for planned absences should be submitted on a [Pupil Absence Form](#).

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

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/carers can follow alerts on twitter. A direct link to this can be accessed through the Shetland Islands Council home page www.shetland.gov.uk click on twitter 'follow @shetIslandsCI' 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/>

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 staff car park should only be used by staff and must be kept easily accessible for the emergency services. **We respectfully ask you not to use the staff car park to pick up and drop off children.**

We have also been asked by NHS staff to remind parents/carers not to use the NHS car park for pick up and drop off due to safety concerns. Children have also been using this car park as a 'short cut' and this not safe. We understand parking around the school is limited but the safety of you and your children is paramount.

With the darker mornings and afternoons we have provided all children with a reflector. Please encourage your child(ren) to use these on their jackets or school bags to help keep them safe and seen.

Breakfast Club/snacks

The breakfast club is open every day from 0830 – 0855. Due to supervision and insurance purposes children will not be able to access the building until 0830.

Snacks for breacktime should continue to be brought in from home. We recommend that all children bring a [healthy snack](#) in from home as children should have a nutritious midmorning snack at school to meet the nutrient demands of their growing bodies and brains. Fruit is available for children who do not have a snack.

Dates for your diary

Monday 11 December 2023	P1 Nativity at 1400 for P1n parents/carers
Tuesday 12 December 2023	P1 Nativity at 1400 for P1s parents/carers
Wednesday 13 December 2023	Christmas lunch
Tuesday 19 December 2023	P7 Pantomime for parents/carers at 1830 in canteen
Tuesday 19 December 2023	Nursery Christmas themed stay and play session for parents/carers at 1400-1500
Wednesday 20 December 2023	P1-3 Christmas parties Nursery party
Thursday 21 December 2023	P4-7 Christmas parties
Friday 22 December 2023	Last day of term 2
Monday 8 January 2024	In-service training for staff
Thursday 9 January 2024	First day of term 3 for learners

Yours sincerely

Julia McGinlay
Acting Head Teacher