



**Shetland
Islands
Council**



Mrs J McGinlay
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/>

14th August 2024

Dear parents/carers

PLEASE RETAIN FOR REFERENCE

We hope you have all had a lovely summer holiday and enjoyed some of the brighter, sunny days. We have enjoyed seeing all of our pupils again today at the start of this brand new school year.

We are delighted to welcome back P2- P7. We would also like to welcome a number of new pupils who have joined us. 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.

Information for session 2024-25

<p>What happens when pupils arrive in the morning?</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. There will be supervision in the playgrounds from 0845.</p> <p>Children should enter through the following doors in the three storey block:</p> <table border="1" data-bbox="288 1294 1374 1592"> <tr> <td data-bbox="288 1294 644 1384">Pupils in classes on the bottom floor. P1, P2n, P2s and P3s</td> <td data-bbox="644 1294 1374 1384">The sliding door underneath the link.</td> </tr> <tr> <td data-bbox="288 1384 644 1473">Pupils in classes on the middle floor P3n, P4n, P4s, P5n and P5s</td> <td data-bbox="644 1384 1374 1473">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 data-bbox="288 1473 644 1529">Pupils in classes on the top floor P6n, P6s, P7n and P7n</td> <td data-bbox="644 1473 1374 1529">The door that faces out to Gilbertson Road.</td> </tr> <tr> <td data-bbox="288 1529 644 1592">Pupils who attend the ASN Department</td> <td data-bbox="644 1529 1374 1592">The door next to Mrs McCulloch'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 playgrounds from 0845 most mornings meeting and greeting the children and available to talk to any parents/carers that require this.</p> <p>All children should use the entrances above unless they are accessing the breakfast club or arriving at school after 0900.</p>	Pupils in classes on the bottom floor. P1, 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 McCulloch's office or through the ASN playground. Pupils will be met by staff at these entrances.
Pupils in classes on the bottom floor. P1, 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 McCulloch's office or through the ASN playground. Pupils will be met by staff at these entrances.								
<p>Parents/carers accessing the school</p>	<p>Parents/carers are welcome to accompany their child to the relevant door. Parents/carers picking up their child(ren) at 1500 can meet them in a suitable arranged area within the school grounds or surrounding streets. The P1 class comes out with their teacher a couple of minutes prior to 1500 the first term to help them establish routines and meeting places. In the interests of safety any parent/carer accessing the school building can only do so via the main school entrance.</p>								
<p>School Lunches/Milk/ Snack</p>	<p>The cost of school lunches is £2.50 per day. Pupils in P1-5 are eligible to free school meals. School meals pre-ordering system is now in place. Children can bring in a snack to have during their morning break, fruit will be available for anyone without a snack. Due to allergies no nuts should be brought into school.</p>								

Free school meals grant	<p>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</p> <p>Families who received free meals last session must reapply for this session.</p>
Attendance	<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 not guaranteed in the school or playground before 0900.</p> <p>For any planned absence parents/carers should complete a pupil absence form available from the school office or https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/handbookforms/</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>
Breakfast Club	<p>Pupils are able to have breakfast from 0830 - 0900 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 0830.</p>
Contact details	<p>Please ensure you notify the school of any changes in address, home or work phone numbers.</p>
School uniform	<p>Bell's Brae does not have a formal uniform but items of clothing displaying the school logo are available from Intersport on Commercial Street.</p>
Requirements	<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 pupils in P1-4 should keep their PE kits 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>We strongly advise that items of clothing that may be removed are labelled with your child's name.</p> <p>Every child will be provided with a waterproof jacket and trousers for learning outdoors.</p> <p>Pupils are not allowed to wear make-up in school.</p>
Medicines	<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: 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.</p>
First Aid	<p>If your child has suffered a minor bump to the head, our first aider will assess. The first aider will complete a 'bump slip' and if deemed more serious we will contact you directly. Please check school bags for any slips which may have been sent home.</p>
Parking	<p>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.</p> <p>In the interest of pupil safety we respectfully ask that parents/carers do not wait to pick up their child(ren) in front of the school building at 1500.</p>
Parent Council Meetings	<p>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 16 September at 1830. They will be absolutely delighted to see new faces.</p>

<p>Communication</p>	<p>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.</p> <p>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/</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>
<p>School Improvement Plan</p>	<p>Our Improvement Plan for session 2024-2025 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 https://blogs.glowscotland.org.uk/sh/bellsbraeprimary/for-parents/school-improvement-plan/</p>

Yours sincerely

Julia McGinlay
Head Teacher

School Term Dates 2024-2025

Term Dates

Term 1 Monday 12 August – Friday 11 October inclusive

October holidays : Monday 14 October – Friday 25 October

Term 2 Monday 28 October – Friday 20 December inclusive

Christmas holidays : Monday 23 December – Friday 03 January 2025

Term 3 Monday 06 January – Friday 04 April inclusive

Spring holidays : Monday 07 April – Friday 18 April

Term 4 Monday 21 April – Friday 27 June inclusive

Occasional Holidays

Day 1: Wed 29 January 2025
Day 2: Fri 21 February 2025
Day 3: Mon 24 February 2025
Day 4: Mon 21 April 2025
Day 5: Mon 19 May 2025

In Service Days

Day 1: Mon 12 August 2024
Day 2: Tues 13 August 2024
Day 3: Mon 28 October 2024
Day 4: Tues 29 October 2024
Day 5: Mon 06 January 2025