



Mrs J McGinlay
Head Teacher



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

29th October 2025

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, pupil 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 unaccounted 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 [Pupil Application for Leave of Absence Oct 2025](#)

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. SIC Facebook and SIC website will also broadcast information.

However, parents/carers are responsible at all times for deciding whether to send their children to school. Parents/carers can follow alerts on X. A direct link to this can be accessed through the Shetland Islands Council home page www.shetland.gov.uk 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. Please remind your child(ren) to use the crossings on Gilbertson Road and South Road to ensure they cross the road safely.

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.**

School Security

All visitors/parents are asked to report to the school office and sign in using our Visitor's Book. You will then be given a Visitor's Badge.

If you are here to collect your child, we will ask you to wait at the seating area and your child will be asked to come up to meet you. We request that you do not go through the school unaccompanied, during teaching time. This is to ensure we adhere to Shetland Islands Council School Security Guidance.

Breakfast Club/snacks

The breakfast club is open every day from 0845 – 0900. Due to supervision and insurance purposes children will not be able to access the building until 0845.

Snacks for breaktime should continue to be brought in from home. We recommend that all children bring a healthy snack 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. We would also like to remind everyone that we are a nut free school.

Dates for your diary

Tuesday 9 th December 2025 at 2.15pm	P1 and P2 Christmas performance to P1 parents
Friday 12 th December 2025 at 2.15pm	P1 and P2 Christmas performance to P2 parents
Thursday 11 th December 2025	Christmas lunch
Tuesday 16 th December 2025	P7 Pantomime for parents/carers at 1800 in canteen
Tuesday 17 th December 2025 at 2pm	Nursery Christmas stay and play
Thursday 18 th December 2025 at 10am	Nursery party
Wednesday 17 th December 2025	P1-3 Christmas parties
Thursday 18 th December 2025	P4-7 Christmas parties
Friday 19 th December 2025	Last day of term 2
Monday 5 th January 2026	First day of term 3
Wednesday 28 th January 2026	Occasional holiday
Friday 13 th February & Monday 16 th February 2026	Occasional Holidays
Tuesday 17 th February 2026	Inservice training – school closed to pupils

Yours sincerely

Julia McGinlay

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Head Teacher