



Shetland Islands Council

Head Teacher: Garry Spence

Whalsay School
Symbister
Whalsay
Shetland
ZE2 9AQ

Website: <https://blogs.glowscotland.org.uk/sh/whalsayschoolweb/>

Telephone: 01595 743800

Date 6th June 2023

Dear Parent / Carer

Morning Arrangements

As you will be aware, morning access arrangements for the Primary have been discussed at previous Parent Council meetings and more recently at meetings within the Children's Services team. As a result, Children's Services have issued each school with principles that need to be followed including effective communication with parents, pupils and staff regarding school access arrangements.

Our staff team have discussed the arrangements ensuring the principles set out are followed and we are keen to work with parents to ensure all children have the best start to their school day as possible. Our amended procedures are as follows:

- Pupils not on the school bus, should arrive at school as near to 8:55am as possible.
- If arriving before the morning bell, pupils should be encouraged to play outside and enter their classroom from the fire exit.
- Teachers will continue to open the fire exit doors 5 minutes prior to the bell (8:50am) when the weather is poor.
- **After the earliest school bus arrives** (no earlier than 8:45/8:50am), children can access the school building and either wait in the porch or sit on the benches outside room 7. By this time, there will be staff present in the building who will be able to support pupils if necessary.
- Pupils entering from the back fire door (currently P1/2) can choose to enter from the main door, particularly when the weather is windy.
- If you have any questions about the arrangements, please phone and ask to speak to one of our Depute Head Teachers.

Yours sincerely,

Garry Spence
Head Teacher