



## SCALLOWAY

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Dear Parent/Carer

### SCHOOL CLOSURES DUE TO SEVERE WEATHER

I write to remind and update you of the School Closure procedures in the event of severe weather.

**In the winter, conditions may arise when it is necessary to send children home early or a decision is made that the school will not open for the day.** The decision to do so is taken in consultation with the transport operators and the Education and Roads Departments.

**Parents are responsible at all times for deciding whether to send their children to school. It is important in bad weather that you make a decision on this related to the weather in your area and the conditions of the roads.**

The procedures below are designed to ensure the safety and welfare of the pupils. We depend upon up-to-date information on telephone numbers of parents/carers at home and at work, and of emergency contacts. **Please inform us if there are changes to these numbers.**

### PROCEDURES FOR CLOSURE

#### If the school is not opening due to bad weather:

- Announcements are made on local radio and national radio. (Radio Shetland at 5.30pm, Radio Orkney at 7.30am and SIBC.)
- Parents/carers should listen for information on these bulletins.

#### If the school has to close during the day:

- Parents/carers of children will be informed of closure as quickly as possible.
- No child will be released to walk home in bad weather, unless they are escorted by an adult.
- Children may switch on their mobiles for incoming calls only. Parents must ask to speak to their child's teacher or other adult to pass on a direct message.
- Both entrances to the school will be kept open.

Should you have any queries please feel free to contact the school.

Yours sincerely

Mrs Morag Fox  
Head Teacher