**Foveran School**



**Adverse Weather Policy**

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To facilitate the safe and easy evacuation of school, should the need arise, the following procedures have been agreed:

**Closure before the start of school**

In the event of closure due to adverse weather conditions, the following procedures should be followed:

* Head Teacher to contact school transport.
* Notification of school closure will be put on Aberdeenshire Emergency Information Phone Line (0870 054 4999 PIN 021760)
* Notification will be made on Twitter.
* This information will also be placed on the Aberdeenshire website under school closures heading.

**Closure before the start of school (not due to adverse weather)**

In the event of an unexpected closure before school, which is not due to adverse weather conditions, the following procedures should be followed:

* Head Teacher to validate school closure with QIO or Head of Service
* Head Teacher to contact school transport. If transport has already picked pupils up then school transport will return to collection point and confirm the safe arrival of all pupils with an adult.
* Head Teacher to e-mail all affected families.
* Notification of school closure will be put on Aberdeenshire Emergency Information phone line (0870 054 4999 PIN 021760)
* Notification will be made on Twitter.
* This information will also be placed on the Aberdeenshire website under the School Closures heading.
* Any staff that have arrived at school will be dismissed in the following order; Auxiliary staff (Janitor, Cleaner, Catering staff, SFL, Specialists, Administrators, Clerical, etc), Teaching staff and finally the Head Teacher.
* All pupils should discuss with families a contingency plan in the event that school staff have been delayed in arriving at school to supervise an orderly closure.

**Closure during the school day**

* Head Teacher or teacher with responsibility will place a message on the Aberdeenshire Emergency Information phone line (0870 054 4999 PIN 021760). Given information should be as brief as possible, but will include the date, reason for closure, the time children should be collected and whether school transport is available.
* In the case of the school being closed due to poor weather conditions, this information will also be placed on the Aberdeenshire website ([www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)) under the School Closures heading.
* Administrative staff will initiate contacting affected families.
* Staff will be dismissed in the following order; Auxiliary staff (Janitor, Cleaner, Catering staff, SFL, Specialists, Administrators, Clerical, etc.), Teaching staff and finally the Head Teacher. It is important to retain a school premises ratio of 1 adult: 10 pupils.

At the start of each session, parents will be asked to complete forms giving details of back up emergency contacts to be used in the circumstances when parents are not able to be contacted.

Families/school bus drivers are reminded that pupils should never (especially in adverse weather periods) leave pupils in the playground until sufficient school staff supervision has been confirmed.

It is required by Aberdeenshire Policy, that each child must have at least one emergency contact within walking distance of the school.

# School Closure & Other Emergencies

Head Teachers decide if and when schools should close due to bad weather or another emergency. In bad weather they will decide this after receiving information about local weather conditions. This decision can be made during any time, day or night. These guidelines outline the procedures for dealing with school closures during bad weather or other emergencies.

***If children are at school…***

***School transport contractors*** have been told not to allow children to walk home alone from drop-off points under any circumstances during extreme weather conditions. If you can’t meet or arrange for your child to be met, the school transport will return them to a designated location.

***Public service vehicles*** – drivers of these vehicles follow a specified route and keep to timetables – they cannot make special arrangements.

If your child attends a Nursery, Primary or Special School, which is to close early, the school will contact you by telephone. If this is not possible the school will contact your named ‘emergency contact’. No child will be released from school without contact being made. It is important contact details are current and the people named are available – particularly during bad weather.

If your child attends a Secondary School, because of the large number of pupils in Secondary Schools, parents will be contacted via text/email to inform them of closure.

If you are concerned about local weather conditions contact the school. You may wish to collect your child yourself and are free to do so provided you make arrangements with the school.

***Before the start of the school day…***

During bad weather some staff may not be able to get to school or bus routes may not be safe to travel on – so the school may have to close. Headteachers will advise parents and carers using the following communication tools:

Outwith school hours, your local radio station is a good place to find out information on school closures. The following radio stations receive updated information every 30 mins from our website:

**Northsound 1**

FM 96.9

**Northsound 2**

MW 1035 kHz

**BBC Radio Scotland**

FM 92.4 - 94.7MW 810 kHz

**Moray Firth Radio**

FM 97.4 MW 1107 kHz

**Waves Radio**

FM 101.2

**Original 106 FM**

**Twitter**

<http://twitter.com/aberdeenshire>

https://twitter.com/FoveranSch

**Aberdeenshire Council Website**

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

You also have the option to sign up to receive email alerts when your school(s) updates their closure status:

<https://online.aberdeenshire.gov.uk/myAberdeenshire/>

**School Information Line**

Tel: 0370 054 4999 then 02 + 1760. If you cannot get through first time, please do not put this number on redial. This will only lead to the line being busier.

# Storm Addresses

When there has been severe snow storm during the day it may be prudent for pupils who live some distance from the normal bus routes not to attempt to reach their homes but to spend the night in alternative accommodation nearer school. It is the parents’ responsibility to inform school about any pupils who may be at risk in such situations and to provide the name and address of a relative or friend who is willing to provide overnight accommodation.

# Change of address and Parental Contact Details

To enable us to make easy contact with parents, the school would appreciate if any changes of address, telephone number of circumstances is notified in writing to the School Office. It is also important that the school has details of an Emergency Contact should it prove impossible to get in touch with parents in the event of an emergency.

# The Head Teacher at Foveran School welcomes feedback on this document.

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