

SEVERE WEATHER ARRANGEMENTS

As you know, the weather during winter can become severe quite suddenly. As a result of this, Aberdeenshire Council has clear policies and practices regarding snowstorm and other severe weather arrangements.

1. SPECIAL ARRANGEMENTS DURING SNOWSTORMS/SEVERE WEATHER

- If you live in an isolated location, and the weather is severe at the beginning of the day, it would be advisable for your son or daughter to remain at home for that day. On such occasions please phone and inform the school.
- If school transport is not running please **do not** bring your child to school.
- If you normally bring your son or daughter into school by car then you must come with your son/daughter to the School Office, so that we can advise you regarding the transport situation. In the past some pupils have been dropped off at school by parents who have then had to make a second journey immediately to collect pupils and take them home.

2. BUSES UNABLE TO REACH SCHOOL AFTER STARTING A JOURNEY

- The hirer will contact us and parents will be contacted by SEEMIS text message.

3. EARLY CLOSURE AND RECALLING THE BUSES EARLY TO TAKE PUPILS HOME

In certain circumstances the school will recall the buses and then send pupils home.

(a) Communicating early closure information to parents

- The school will inform all parents by SEEMIS text message.
- The phone line message will be updated.
- The schools closure information on the Aberdeenshire School Closure website will be updated.

Please **do not** phone the school as this jams the switchboard and prevents us making important phone calls. If you have a mobile phone it is essential that we have an accurate number to use for the text service.

(b) Action required by all parents/carers

The buses will transport pupils to the normal drop-off points. Parents/Carers and young people should ensure that they have made suitable arrangements (eg understanding of these procedures, access to the house, keys etc.) in case of early closure.

(c) Place of Safety/Roadside Shelter Point

In most cases, it will be possible to get your son/daughter home or at least to the place of safety/roadside shelter point agreed with you.

- **In the case of those homes more than quarter of a mile from the drop off point, the provision of a suitable roadside shelter point is essential.**

(d) Storm Address

There may be occasions when the weather is so severe that it may be prudent for pupils not to attempt to reach their homes, but rather to spend the night within the town boundaries. That is why you are asked to indicate a possible storm address in Mintlaw. If there has been any change to the storm address, please let the school know.

If you have not been able to do so, the school will make arrangements for your son/daughter to stay in a place of safety. We will make contact to inform you of what is happening.

5. INSTRUCTIONS FROM STAFF AND BUS DRIVERS

It is vital that youngsters obey all instructions given to them by members of staff or by a bus driver, especially in such emergencies.

It is extremely important that they do not undertake any private arrangements with yourselves – for example to collect them in Mintlaw – without making sure that they have the permission of the teacher in charge of their bus to do so. You will realise that failure to receive such permission may in the circumstances lead to confusion, resulting in a member of staff looking for a pupil who has already made arrangements to return home. This could delay the departure of the bus, endangering others as a result.

6. ADVERSE WEATHER TELEPHONE AND WEB INFORMATION SERVICE

Website: www.aberdeenshire.gov.uk – School Closures

Phone Line:

- Dial Aberdeenshire Council's access number: **0370 054 4999**
- Now enter Mintlaw Academy's Pin number: **021100**
- You will now be taken to the **MAIN MENU** where you will be given 4 options.
- ***PRESS 1: to hear our school's message about the adverse weather***

I trust you find this important information useful and would urge you to ensure that you work with us in order that we can make the safest provision for all children in the case of an unexpected early closure of the school.