

Your Ref:

**Moffat Academy**

Our Ref: LW/SL

Jeff Brown Drive

Moffat

DG10 9QF

12 November 2012

Any enquiries please contact

**Mrs. L. Watson, Head Teacher**

Telephone 01683 222000

Fax 01683 221856

E-mail [moffice633@ea.dumgal.sch.uk](mailto:moffice633@ea.dumgal.sch.uk)

Dear Parent/Carer

### **Severe Weather Conditions**

As Winter is now with us it is our absolute priority to ensure that provision is made for the safety of each and every pupil at Moffat Academy. It is essential therefore that, where there is potential for a school closure as a result of severe weather conditions, no water, electricity or heating, the school is in a position to communicate quickly and clearly with parents. The following information is designed to keep parents up to date with procedures should the need arise.

If the decision is taken to close the school because of e.g. severe weather –

- In the first instance the Council will be informed by the Head Teacher and this will then be relayed to the public via local radio stations and Border TV. Information will also be posted on the school website ([www.moffat.dumgal.sch.uk](http://www.moffat.dumgal.sch.uk)) and Dumfries and Galloway Council website ([www.dumgal.gov.uk](http://www.dumgal.gov.uk)). Obviously an early decision should help to prevent children from setting off for school only to be turned back.
- The school office will contact parents by means of telephone via the SEEMIS Messaging System to warn them of a school closure. Again this call will be made as early as possible to avoid any children commencing their journey to school.
- If conditions are very poor before the child sets off for school, parents/carers should use their own judgement as to whether or not it is better for the child to stay at home. If parents decide to keep their child/children at home the school must be informed as soon as possible.
- If parents/carers decide to send the child to school they should give strict instructions to their child as to what they should do should the transport not turn up. Children should not, at any time, wait for lengthy periods in winter at road ends. Waiting time should be limited and if transport does not appear, the children should return home.



[www.dumgal.gov.uk](http://www.dumgal.gov.uk)



However, if the school closes during the school day the previous procedures would again apply and in addition –

- Pupils within the town will be released only after those who travel on authority transport.
- Pupils will only be released home if the school has confirmation there is a parent/carer at home or an emergency contact available.
- To ensure their personal safety pupils will be kept at school until the parent has agreed with the school the necessary arrangements for sending home.
- Parents should therefore make arrangements for their children being sent home unexpectedly and their children should be fully aware of these arrangements.

For the above procedures to operate effectively it must be stressed that parents and carers must ensure that the **telephone contact details** (particularly mobile numbers and emergency contact numbers) which have been supplied to the school are kept up to date. It is imperative the school holds this accurate information to ensure the health and safety of every child. If you wish to discuss any of the above points please do not hesitate to contact myself at the school.

Your assistance in ensuring the safety of our young people is very much appreciated.

Yours sincerely

Mrs. L. Watson  
Head Teacher