



New Machar School

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Dear Parents/Carers,

EMERGENCY CLOSURE PROCEDURES

In adverse weather conditions it may be necessary to close the school or to send the pupils home for safety reasons. Schools may be closed in two ways – a blanket closure or at the decision of the Head Teacher. Blanket Closure – only in exceptional circumstances will a decision be taken by the Director of Education to close ALL SCHOOLS to pupils and staff due to adverse weather. In the absence of a blanket closure, it is up to the Head Teacher of each school to decide whether it should be closed. The Head Teacher will take local conditions into account. In the absence of the Head Teacher, this decision will be taken by the Depute Head Teacher.

SAFETY

- The safety of the pupils is the main consideration.
- The physical conditions i.e. temperature, toilet facilities, etc. are taken into account.
- Where teachers are unable to travel to school safely, the teacher pupil ratio would exceed the legal limits and the school would close.
- Where there is any concern about pupils or staff being unable to get home safely, the school may close.
- Attention is paid to weather forecasts and local circumstances.

Parents must advise the school of emergency contacts and snow emergency addresses. When contact is not possible, the Head Teacher will make the necessary arrangements to ensure each child's safety.

Parents will receive a text via Groupcall if there is a risk of closure due to adverse weather. Aberdeenshire schools also have a telephone information service where a recorded message will be left if the school is to be closed. Parents can access the service by dialling **0370 054 4999**. The pin number for New Machar School is **022330**.

Authority Web Site

The Authority also has an online Emergency Closure Web Site. The Head Teacher will submit the necessary information to this web site. An e-mail will then automatically be sent to radio stations and this will be broadcast giving closure information. Parents can also access this information at home by using the following web site address:-

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

Here you will find a list of school closures. Details are updated regularly.

The Web Site information is automatically transmitted by Northsound Radio. It is especially important to listen for this if you have any concern.

Every effort will be made to inform parents of any changes to the normal school arrangements.

If you have any concerns about your child's safety during bad weather conditions, please do not hesitate to contact the school to collect your child at any time, irrespective of whether the emergency procedures are in operation, as you are best placed to make decisions relating to your own circumstances. If in doubt please keep your child at home.

Yours sincerely

Mr B Carle
Acting Head Teacher