



**Mark Jones**  
Rector  
Inverurie Academy  
Jackson Street  
Inverurie AB51 3PX  
Tel. 01467 621655  
Fax 01467 624425  
inverurie.aca@aberdeenshire.gov.uk

Monday 9<sup>th</sup> January 2017

Dear Parent/Carer,

**RE: 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. This letter aims to outline our school procedures and accompanies our storm/emergency arrangements form which is issued annually to all pupils who travel some distance to school.

**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 child 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 child into school by car then you must come with your child 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/ carers 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. We will then attempt to contact those on the "priority calls" lists (as detailed further on in this letter), to let those involved know that their child/ward is coming home again.

**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/carers**

- The school will inform all parents/carers 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 can prevent us from making outgoing phone calls. If you have a mobile phone it is essential that we have an accurate number to use for the text service. **Please note our service only allows one number to be allocated for each pupil. Please complete Section 1 of the Severe Weather Arrangements Form, with the number to be used 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 (e.g. understanding of these procedures, access to the house, keys etc.) in case of early closure.

**(c) Priority Calls**

**These are only applicable to a small number of pupils.** Parents/Carers should complete the Priority Call, Section 5 on the green Severe Weather Arrangements Form, to have their name added to the “priority calls” list if:

- **The child lives more than a quarter of a mile away from any drop off point.**
- **You are concerned that your child/ward would be exposed to some danger, by being allowed to leave the bus to walk home even if the distance is less than a quarter of a mile.**

The school has the ability to make a **limited number** of Priority Calls in a reasonable timescale. If we cannot contact you by telephone, your child would not be allowed to set off on the bus from school.

- **If you request a priority call for your child then you must be able to answer in person and take immediate appropriate action.**

In all cases of priority calls, we would ask you to meet your child at the drop-off point.

You may nominate another person to take a Priority Call on your behalf. This should be done on Section 5 of the form. Again they must be able to answer in person and take immediate appropriate action.

**(d) Place of Safety/Roadside Shelter Point**

In most cases, it will be possible to get your child 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.**

This should be done on Section 6 of the form.

**(e) 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 address in Inverurie. This is done on Section 3 of the form.

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

#### 4. COMPLETING THE GREEN SEVERE WEATHER ARRANGEMENTS FORM

- All parents/carers should complete **SECTIONS 1, 2, 3 and 4.**

Only some parents/carers need complete the following sections:

- **Section 5** should be completed if you are eligible for a Priority Call or wish to nominate another person to take the Priority Call on your behalf.
- **Section 6** should be completed if you have designated a Place of Safety/Roadside Shelter Point.

#### 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 Inverurie – 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:

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

Please note that it is now possible for you to register on the above website, and subscribe to receive e-mail alerts when the school updates its closure status.

##### Phone Line:

- Dial Aberdeenshire Council's access number: **0870 054 4999**
- Now enter Inverurie Academy's Pin number: **021060**
- 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 information useful and would urge you to 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.

Yours sincerely,



Mr M Jones  
Rector