

Important Information Regarding Severe Weather Emergency School Closure Arrangements **Please retain for Reference**

Closure During the School Day:

1. Informing Parents/Carers

If the weather deteriorates during the day (or in the event of early closure of the school for other reasons), the following procedures will be followed:

A Groupcall text message will be sent to the mobile number of both Parents/Carers to advise that school is closing early and the following arrangements will apply:

- **Contract Bus Pupils** - Buses have been requested which will leave the school at a designated time.
- **Placing Request Pupils who travel on a service bus** - Pupils will be travelling home on a service bus.
- **Pupils who live in outlying areas who are normally collected** - Parents/Carers should collect pupils or contact school to advise of alternative arrangements.
- **Pupils who live in Auchterarder** - Parents/Carers should **collect** Nursery and Primary pupils (P1-P7). Secondary pupils will be sent home at a designated time.

2. Alternative Arrangements

On the day Parents/Carers will receive a Microsoft Form to complete, to inform school of any alternative arrangements, where applicable. This must be completed before your child can leave school, to let us know the following:

- **Make us aware via the form if an alternative contact is collecting your child (Primary & Nursery Pupils)**
- **An older sibling from the Secondary is collecting a younger sibling (Primary Pupils only)**
- **A Contact in Auchterarder where your son/daughter can be sent if buses are not running (Secondary Pupils only)**

The main telephone number to the school (01764 662182) will be switched over to a recorded message giving brief information regarding the closure.

3. Collecting Pupils

- Primary Parents/Carers should go to the door of their child's classroom, where they will be met by the Class Teacher to collect their child(ren). Staff will be present to direct Parents/Carers to the correct door.
- Nursery Parents/Carers should go to the Nursery entrance to collect their child from Nursery.

Secondary pupils may collect younger sibling(s) from Primary, subject to permission being given (Please use the Microsoft Form sent out on the day as above).

4. Pupils Living in Outlying Areas

Parents/Carers of all Primary pupils who travel by bus or taxi will be contacted by telephone to ensure that someone is available to meet their child(ren) at the end of their journey.

Parents/Carers of Secondary pupils should ensure that suitable support arrangements are in place for their son/daughter if no-one is at home (e.g. house key, go to relative/neighbour's house).

Parents/Carers of pupils in outlying areas should identify a family in Auchterarder who would be willing to look after their child(ren) in the event that transport home is not available. Please inform us of this as soon as possible on the day via the Microsoft Form which will be sent to you on the day, as above.

When conditions are bad, especially in outlying areas, Parents/Carers should not send their child(ren) to school if they are in doubt. Please contact the school where this is the situation.

5. Transport

In the event that bus or taxi transport does not operate in the morning, but the school is open for Pupils who live in Auchterarder, and you make alternative arrangements to bring your son/daughter to school, please note that the bus or taxi will **not** run at the end of the day and you will be responsible for collecting your child.

Closure Outwith the School Day:

A Groupcall text message will be sent to both Parents/Carers mobile telephone number with details of the school closure (internet connection permitting). **Please note:** It is not currently possible to send a text message to your home telephone number from Groupcall.

Public announcements of school closures will also be made as soon as possible from the following sources:

Service	Contact Details	When Used	Other Comments
PKC Customer Service Centre – Number for Parents	01738 475000 (main Council line)	All Instances	Available from 08:45 hours to 17:00 hours Mon-Fri.
PKC website	www.pkc.gov.uk	All instances	Parents/Carers can find closure updates on the Perth and Kinross Council website by logging onto www.pkc.gov.uk where closures will be flagged up on the Home page, or alternatively access the information on http://www.pkc.gov.uk/Schoolclosures
PKC X and Facebook	www.pkc.gov.uk	All instances	