

**Neilston and Madras Learning Campus**

Neilston Primary School & Madras Family Centre

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Dear Parent / Carer,

**Adverse Weather Contingency Planning - 2019**

As we move closer towards (potentially) challenging weather conditions over the course of the next few months, I wanted to outline for you, our key contingencies in the event that weather impacts on partial or full service delivery from the school and Family Centre.

The contents of this notice are the key summary points and will not legislate for every eventuality. The campus leadership team will work in partnership with the local authority to assess each individual situation as it occurs.

**Communication is KEY**

Communication is key to the successful implementation of any contingency plan. To that end, please make sure that any changes of address, e-mail or contact number have been communicated to the school / family centre office. We can only contact you via the information that you provide.

**Entering / Exiting Campus Buildings**

Any alternative arrangements for entering or exiting the buildings will be communicated using **ALL** available channels – this is to ensure that everyone receives the information as quickly as possible. Channels that will be in use:

-  E-mail
-  Groupcall (text message)
-  School App
-  Twitter
-  School Website
-  Local Authority Website and social media outlets
-  Local radio (where appropriate)

If you haven't signed-up or registered for these services, I recommend doing so for as many as you are comfortable doing with.



### **School Closure Protocol (during the school day)**

In the event that a closure has been deemed appropriate, this will be communicated and agreed with the Director of Education. We will then notify you of the closure using the channels above asking you to make arrangements for the collection of your child. NO child will be left unsupervised. Staff will remain in the building until all pupils have been collected.

### **School Closure Protocol (out of hours)**

Should a closure be required (out of hours) we will communicate this as early as possible to provide as much advanced warning, to allow for childcare arrangements etc to be considered. Please note that the decision to open or close the school is never an easy decision to make or anticipate and as such, is done in consultation with the education department.

We assess throughout the day and look at weather reports this day and days after a closure. We will update via all channels as appropriate. You DO NOT require to call the school to find out if it is open – assume it is open unless WE or the local authority advise otherwise.

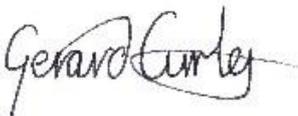
### **School Closure Protocol (systems failure)**

In the event of an emergency or systems failure e.g. heating failure, water supply interruption etc it may be that part of or all of the building becomes unusable. If this is the case then we will decant to our designated alternative place of safety: St Thomas' Primary School. This will be communicated with you, as will collection procedures etc.

It is important that phone lines are kept clear to allow for emergency calls and service supports to be contactable. Should you need to collect your child don't worry or panic, your child's safety and welfare is a priority above everything else. They will be kept safe until you or your designated person is able to collect them.

During adverse weather the school car park can become inaccessible please be mindful of this as staff will require to use the public carpark across the street in order that they are able to attend to their duties. Keep this in mind during these types of weather and how this may impact on your own route / journey to school / nursery.

Yours sincerely,



Mr Gerard Curley  
**Head Teacher**  
*Neilston & Madras Learning Campus*