**Thornliebank Primary School** **& Nursery Class**

 **Inclement Weather Update Information**

Dear Parents,

I am writing to update you on the school’s inclement weather procedures.

The procedures that we intend to follow are:

1. Contact parents swiftly if a decision is made to close the school through our text messaging system or by telephone
2. Allow children to leave immediately when an identified adult comes to collect their child
3. As pupil numbers reduce, gather children in the gym hall to allow members of staff who live furthest away to leave school. We will always maintain appropriate pupil/staff ratios.
4. Maintain contact with the parents of pupils who are finding it difficult to get to the school or who cannot contact a relative or friend to collect their child.
5. The Senior Management Team will remain in school until all children are collected.

If the school is closed, information regarding this can be obtained through the following channels:

* Local radio, particularly Radio Clyde
* East Renfrewshire’s Website
* East Renfrewshire’s Twitter service

In order that we are prepared, we would like to offer you the opportunity to nominate a person who you agree could collect your child should the school be closed at short notice.

We already have the emergency contact details on record, but if we have authorisation to allow neighbours and friends to help if this situation occurs, this would be beneficial.

We are of course hopeful that as the weather turns colder, we will be able to keep the school open.

Thank you very much for your cooperation.

M. Speirs (HT)

**NAMES AND CONTACT DETAILS OF PEOPLE AUTHORISED TO COLLECT MY CHILDREN IN THE EVENT OF A SCHOOL CLOSURE**

|  |  |
| --- | --- |
| Pupil Name & Class |  |
| Contact Name | Relationship to Pupil | Telephone Number(s) |
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|  |  |  |
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Signed…………………………………………………………….. Date……………………………