

St Clare's Primary School

Dear Parent/Guardian

In the event of an emergency school closure due to adverse weather conditions the following guidelines should be adhered to.

Procedures once head teacher has established school closure.

- Main contact parent / guardian will receive a text message.

If you receive a text message informing you of the school closure please do not phone the school office to 'double check' as the phone will be used to contact families who do not have mobile contacts.

Although text messaging is the preferred and first option to alert parents, It may not be possible to send a text message. The network system may be down due to weather conditions. It is also possible that mobile services may be down due to adverse conditions.

Suggestions to help keep parents informed;

- Be aware of local and national weather updates
- Follow East Renfrewshire Twitter or local news programmes for up to date information on school closures

Procedure for early closure during the school day.

- Head teacher in line with authority makes decision to close the school
- Parents alerted by text messaging in the first instance (**Please remember our system sends out text messages to the main contact only**)
- Phone calls made to parents who have no mobile contact
- Parents to contact designated adult to pick children up from school as soon as possible
- Children signed out by designated adult using information supplied by parents
- Staff will remain in school until all the children have been signed out but please remember our staff will have to make travel arrangements to get home safely in adverse weather conditions.

To ensure the safety and wellbeing of your child in the event of an early closure during the school day it is important that we hold information regarding what arrangements you will be making.

Please complete the tear-off slip below detailing your child's full name and the name and number of an alternative adult who you authorise to sign your child out of school if you are unable to do so yourself. **Please note however that you would call them and arrange for your child to be collected.**

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Arrangements for emergency closure (St Clare's/Calderwood Lodge Nursery)
(please include all members of your family on one return)

Child's name: _____ Class: _____

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I will collect my child in the event of an emergency closure

In the event of an emergency closure my child will be collected by

Name: _____

Phone Number: _____

Relationship to child: _____

Please sign: _____ Date: _____