

Botriphnie Primary School
Tel 01542 810207

Dear Parents/Carers,

The Moray Council has a system for informing parents, staff and the general public when there are school or nursery closures. This is a Moray-wide system and if you register on-line, you will receive alerts regarding all sorts of Council services – not only school closures – depending on your preference.

For school closures, the system will work as follows:

1. The decision to close the school is taken by the Head Teacher.
2. The Head Teacher will post details on the Moray Council portal. Options will be chosen to...
 - Post on the **Moray Council Service Disruption webpage**. This will be visible to anyone who visits <https://secure.moray.gov.uk/mcalerts/portal> on the Council website.
 - Post on the **Moray Council Facebook** page and **Twitter** feed. Again, this will be visible to anyone who cares to look.
 - Send an **Email Alert** message. This message *will only be received by* those who have registered at **mygovscot** <https://online.moray.gov.uk/site/wss/home> and chosen Botriphnie Primary School as services about which they wish to receive alerts.
3. A message will also be posted on the THUS School Information Line, while this service is still available.
4. On receiving a closure alert email, or viewing closure information on-line, parents/carers should follow procedures overleaf. If the school is to be closed during the day then parents will be phoned with information on whether the school bus is running and/or collecting their children.

Please note:

- Alerts will not appear on the school website or Facebook page – only those of the Moray Council.
- A text message will not be sent for closures outside school hours.
- The Council's system no longer informs **Moray Firth Radio**, automatically, so **broadcasts should no longer be relied upon** for up-to-date school closure information.

What to do, now:

- Go to **mygovscot** <https://online.moray.gov.uk/site/wss/home>, create your account and choose Botriphnie Primary School as services for which you would like to receive alerts
- Familiarise yourself with the procedures on the flowchart and ensure that you have emergency contacts or addresses in place, as necessary. Keep your flowchart in a safe place.

Yours sincerely

Rachael Smith
Head Teacher

Possible Closure - Outside School Hours

Severe weather or other **emergency situation** becomes evident, outside school hours.

PARENTS/CARERS SHOULD NOT EXPECT A TEXT MESSAGE TO ALERT THEM TO A SCHOOL CLOSURE, OUTSIDE SCHOOL HOURS.

Those who have registered at **mygovscot** <https://online.moray.gov.uk/site/wss/home> will receive an email message.

The Moray Council's **Twitter** feed and **Facebook** page will also be updated.

Parents/carers can check the Information Line: **08700549999**

PIN: **031130** (Calls charged at 2p per minute plus provider's rate) or

the "School Closures" page at: <https://secure.moray.gov.uk/mcalerts/portal>

Please do not phone the school to check if it is open or closed.

School closed

- You should keep your child/ren at home or make arrangements for their care.

Information sources should be checked, regularly, to alert you to decisions about the following day.

School open

You must make the final decision as to whether or not it is safe for your child/ren to travel.

Your decision is...

No

- You should inform the school of your decision by phoning on **01542 810207**, leaving a message on the Information Line on **08700549999** PIN: **031130** or emailing admin.botriphniep@moray-edunet.gov.uk. You should keep your child/ren at home or make arrangements for their care. **Information sources should be checked, regularly,** to alert you to decisions about the following day.

Yes

Is the child/ren's journey to school normally via **School Transport**?

Yes

No

Is School Transport running?

- Children should be conveyed to school, safely. You should **be alert to changing weather** conditions throughout the day, check mobile phones regularly and collect children if you are at all worried about travelling conditions. **Information sources should be checked, regularly,** to alert you to decisions about the following day.

No

- You should keep your child/ren at home or make arrangements for their care. **Information sources should be checked, regularly,** to alert you to decisions about the following day.
- If you decide to transport your child/ren to school, **you must also collect them** at the end of the school day, or **in the event of an early closure**. You should **be alert to changing weather** conditions throughout the day, check mobile phones regularly and collect children, at any time of the day, if you are at all concerned. **Information sources should be checked, regularly,** to alert you to decisions about the following day.

Yes

Children should wait at their normal pick-up point for **no more than 15 min**. **Do not leave children to wait, unaccompanied.**

- If children are picked up by school transport, as usual, you should **be alert to changing weather conditions** throughout the day, check mobile phones regularly and collect children if you are at all worried about travelling conditions. You should **check information sources, regularly,** to alert you to decisions about the following day.

If the bus/taxi has not arrived within 15 min, you should:

- Keep child/ren at home or make arrangements for their care. Contact the school by phoning **01542 810207**, leaving a message via the Information Line on **08700549999** PIN: **031130** or emailing admin.botriphniep@moray-edunet.gov.uk to confirm that the child/ren will not be in. **Information sources should be checked, regularly,** to alert you to decisions about the following day.
- If you decide to transport your child/ren to school, you **must also collect them at the end of the school day, or in the event of an early closure**. You should also be alert to changing weather conditions, check mobile phones regularly and collect children if you are at all worried about travel. **Information sources should be checked, regularly,** to alert you to decisions about the following day.

Please remember to check that there is a teacher's car in the car park before children are dropped off at school.