

## Newmill Primary

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:-

- a) The decision to close the school is taken by the Head Teacher.
- b) 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 Newmill Primary School as services about which they wish to receive alerts.
- c) A message will also be posted on the THUS School Information Line, while this service is still available.
- d) 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 BLOG or Facebook page - only those of the Moray Council.
- A text message will not be sent for closure 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 you should do:-

- Go to mygovscot <https://online.moray.gov.uk/site/wss/home>, create your account and choose Newmill Primary School as services for which you would like to receive alerts.

Yours sincerely

Rachael Smith  
Head Teacher