



# EMERGENCY CLOSURE PLAN



*Keep this guide handy for winter months.*

As winter approaches, we want to keep you fully informed about what happens if an emergency closure is needed, for example due to power loss, heavy snow or icy conditions. Closures may be decided by Perth and Kinross Council for all schools or locally by the Headteacher for safety reasons. We will do everything possible to keep the school open, but only while it remains safe to do so. Wherever possible, we aim to make consistent decisions with nearby schools. The safety of pupils and staff is our top priority.

When there is a school emergency closure, announcements will be made as soon as possible from the following sources:

**School** will sent a Groupcall email to one designated email address.

NB there may be a delay if staff have attempted to travel to school and encountered difficulties.

Log onto [www.pkc.gov.uk](http://www.pkc.gov.uk) and go into the link 'Information for you' listed at the bottom of the page, and then into the link '[School closures](#)'.

## **Perth and Kinross Customer Service Centre**

01738 475000

available from 08:45 to 17:00 however this line may operate from 07:00 in exceptional weather.

## **Perth and Kinross Council Social Media**

<https://x.com/perthandkinross>

<https://www.facebook.com/Perthandkinross/>

## **Radio Tay FM**

FM 96.4 and  
FM 102.8

## **Heartland FM**

FM 97.5 in  
Highland Perthshire

FM 107.3 in  
Lowland Perthshire

## **Radio Central**

FM 103.1

## **Radio Kingdom**

FM 95.2, 96.1, 96.6,  
105.4, 106.3

If the school is **partially open**, children can attend the school if safe to do so. Parents should make the decision whether to send their child to school. Please contact the school office by email ([ruthvenfield@pkc.gov.uk](mailto:ruthvenfield@pkc.gov.uk)) to inform us. If the **taxi** does not operate in the morning, but the school is open, you can bring your child to school. If the taxi is not running at home time, you will be responsible for collecting your child.

Our **school meals** are delivered from Bertha Park High School. It is possible that in unusual circumstances, Ruthvenfield Primary School may be open when BPHS is closed due to severe weather. If this occurs, we will contact parents to advise as soon as the information becomes available. This will be by Groupcall email.

# CLOSURE DURING THE SCHOOL DAY

If the school needs to close during the day due to worsening weather, we will:

- send a groupcall email to your designated contact to arrange an early collection
- phone parents / carers or emergency contacts of children who have not yet been collected
- hand your child over to you or a nominated emergency contact

Staff who live further away will be released first, while local staff remain until all pupils have left. The school will close once the last pupil and staff member has left.

Our aim is to evacuate the building as soon as possible therefore please plan ahead: **You should begin to arrange alternative childcare now if you may be unable to collect your child promptly. Please ensure your emergency contact details are up to date with the school office.**

When the school is closed to all pupils, remote learning will be provided. Staff will work from home to deliver this learning.

In the first instance, your child should complete any homework activities and reading they have.

On our school website, you will find learning grids for Early, First and Second Level under Activities for School Closure in the Pupil Area:

<https://blogs.glowscotland.org.uk/pk/ruthvenfieldprimaryschool/>

When the school is closed for more than one day, please check Learning Journals for additional activities.

## School Contact Details

ruthvenfield@pkc.gov.uk

01738 452990

## Learning Journals

