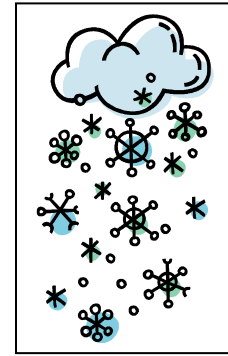


**BATHGATE EARLY YEARS CENTRE**  
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TELEPHONE: 01506 776234  
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Thursday, November 03, 2016

Dear Parents/ Carers

### **SEVERE WEATHER ARRANGEMENTS**

I would like to take this opportunity to remind you of our policy and procedures in the event of severe weather. These procedures are set down within the context of the WLC Policy for Severe Weather Arrangements.

- All parents should listen to Radio Forth for information as to whether schools are closed or not.
- Online information is also available to parents through West Lothian Online
- Only a minority of the staff live in Bathgate and will walk to work. This may affect the number of children who can be admitted until the rest of the staff arrive from their homes in outlying areas and correct staff to children ratio is in place.

Please be patient and remember that we all want to arrive safely at Bathgate Early Years Centre.

- In the event of severe weather affecting provision throughout the day the HT will follow advice given by the Education Services Senior Management Team within W.L.C. regarding any decisions on closure or early finishing times. Parents of children who attend nursery/ wraparound should be aware of this and may have to make alternative arrangements for the early pick up of their child if such a situation arises.
- The nursery staff will only release children when a known adult as informed by the parent arrives to pick them up.
- All parents should ensure they have emergency arrangements in place for collection of their child from Bathgate EYC in the event of severe weather and/ or emergency closure of the centre.

Thank you for your co-operation and support in this matter.

Yours sincerely

*Mvairi Lynch*

Headteacher / Manager