



November 2016

Dear Parent / Carer

## School information about openings in severe weather

At this time of year it is possible that weather conditions may either close the school or lead the school to have a delayed opening to ensure the safe arrival of pupils and staff.

Below are listed the procedures in the order we would follow in order to make parents aware as early as possible regarding any change from normal opening:

### Our School Website/Twitter/Facebook:

We will post the latest information online first. This information will appear “live” on our Twitter and Facebook pages. Information will also be published on our website, but slightly later than we are able to update Twitter or Facebook. Please ensure you are able to access these services by following at least one of them.



Twitter

@CA\_Inverness



Facebook

facebook.com/CA.Inverness



Website

charlestonacademy.co.uk

### School Information Line:

0800 564 22 72 (Charleston Academy PIN: 041720)

The telephone service will be updated as early as possible on the morning concerned. At other times a generic message is left to indicate normal opening.

### Other Sources:

Details of all Highland school closures may also be available on the Council website ([www.highland.gov.uk/schoolclosures](http://www.highland.gov.uk/schoolclosures)). Moray Firth Radio also broadcast the information that is published on the Highland Council site. However, the council website cannot be updated as early as Twitter, Facebook or our own Website. Information won't appear on the council page or be broadcast on MFR until after 7am and will be limited. **We cannot guarantee the accuracy or specific detail of the information passed on by third parties.**

### School Transport and Bus Text Service:

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### **School Transport and Bus Text Service:**

The school has a text service for mobile phones for bus pupils. If you have not registered for this service please contact the school office.

School transport contractors and drivers have the discretion to cancel or delay journeys to school if particular road conditions are deemed unsafe.

During adverse weather pupils should not wait at a pick up point for more than 20 minutes. When a contractor cancels a service on a particular route due to severe weather or dangerous road conditions please don't assume that a return service at the end of the day will operate if the school is otherwise open.

Our main contractor, D&E Coaches, update their Facebook page regularly and often daily in winter with information about school bus services (<https://www.facebook.com/decoachesltd>).

### **Delayed Opening Time:**

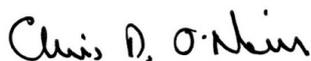
We may decide given particular circumstances to delay the start of the school day. This allows all pupils and staff more time to get to school safely in the event of bad weather. Transport arrangements can be confirmed and there will be more daylight to ensure safer journeys to school. However, pupils arriving before the postponed start time will be required to remain in the school or community centre.

Any decision to close the school will be made as early as possible. When weather conditions deteriorate after it is estimated that the majority of pupils and staff are already on their way to school, for safety reasons it is more likely that the school will remain open to ensure their safe arrival, with the conditions then reviewed as necessary during the day.

At all times of the year it is very important that parents do not enter the school car-park in the morning to drop off their child. Please use the turning circle at Charleston View.

The school website also has detailed information regarding school closures (<http://www.charlestonacademy.co.uk/information/policies/adverse-weather-school-closures/>)

Yours sincerely,



Chris O'Neill  
Rector