



30 November 2017

Our Reference:RMcF/JMcA

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 we would follow in order to make parents aware as early as possible regarding any change from normal opening:

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. Moray Firth Radio also broadcast the information that is published on the Highland Council site. 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.**

SEEMIS text message

We now have the new facility in SEEMIS (our school IT system) to send text messages to parents. In the event of us having to close or to have a later start due to adverse weather then we will send out a text message. All parents who have their current mobile phone number in our school system will receive this text. If you would like to receive this text but are unsure if we hold your most up to date mobile phone number then please contact the school office on 01463 234324 to update our records.

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.

over/...

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.


Important

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,

A handwritten signature in black ink, appearing to read 'Russell McFee'.

Russell McFee

Acting Depute Rector