



# Milne's High School

Education & Social Care

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15 November 2017

Dear Parent

## Re: EMERGENCY CLOSURE PROCEDURES

**General:** In certain circumstances such as adverse weather conditions or the breakdown of essential services, the Head Teacher will decide to close the school partially or completely. Where such a decision is made, the primary concern will be for the safety and wellbeing of pupils. Although every effort will be made to keep the school open, our geographical context means that a cautious approach is necessary as closing throughout the day can be more problematic. Pupils, parents and staff are required to show flexibility to ensure the best outcome for the school community.

**Early Morning Transport Difficulties:** Following early morning consultation with relevant agencies, buses will not be sent if there is reason to believe that roads are likely to deteriorate further during the course of the day and become unsafe. Parents should use their own judgement about whether it will be safe to travel in their own local area, even if the bus is running and notify absence through the usual procedures. If buses are not running, it would be unwise for parents to bring pupils to school as their return home cannot be guaranteed. An early decision to close the school will be publicised through the Moray Council school information line (**dial 0870 054 9999 – Pin No 031060 – please note calls to this number will be charged at 2p per minute plus your call provider's access charge**). Information will also be posted on the Moray Council website at: [www.moray.gov.uk/schoolclosures](http://www.moray.gov.uk/schoolclosures), Moray Firth Radio and BBC Radio Scotland will be informed. We will endeavour to update our website and if possible, email or send a text to parents, if members of the staff team have been able to access the building.

**Daytime Closures:** The weather can unexpectedly change during the course of the day, perhaps in just one part of our catchment area. We use a wide range of local information and also welcome information from parents in outlying areas about worrying developments in the weather. If a decision is made to close the school early due to worsening weather conditions, we will keep the pupils safe in the building until we have been advised on the safest way and time to get pupils home. Where possible, parents will be advised by text message/email and information will be made available from a range of sources as outlined above. We have a clear protocol which applies in these circumstances and pupils may be sent home in stages.

**Emergency Accommodation Arrangements:** Parents should ensure that their children are accommodated and know where to go in the event of the school being closed. If there is a lengthy journey from a farm road end, for example, you should consider giving specific instructions to your child to cover all possible scenarios. It would be helpful if you were able to make plans for your child to stay with a friend or relative in Fochabers or within reasonable walking distance of the school. If this situation applies to you, please complete the attached document so that we can check that your child's arrangements.

**Partial Closure:** The school may open on a partial basis, rather than close completely. This might involve a later start if it is anticipated that transport difficulties will lessen as the morning progresses. Every effort will be made to communicate with parents by media, text message, school website and email.

**Evening events:** We may need to re-schedule or cancel evening events e.g. concerts, dances, often with little notice to participants. It remains crucial that parents ensure swift collection of their children, including senior students, from all school events. They should be collected no later than ten minutes following the conclusion of

a trip or event; especially during the winter months where a member of staff will often wait late at night with a young person until they have been collected.

**Telephone Contacts:** Wherever possible, we will try to telephone parents of pupils who have unusual or difficult journeys. However, the phone lines must also be used to keep in contact with the authorities, the bus and taxi companies and other essential services. Please be patient and understanding. You can be assured that we will be making judgements based entirely upon the safety of your children. Please note that it is essential to keep the school office informed of up to date contact information.

Please do not hesitate to contact the school office should you wish further information on the contents of this letter.

Please could you sign and return the attached sheet to the school office to acknowledge this letter and also with any emergency closure arrangements you have.

Yours sincerely



Mrs T Cameron  
Head Teacher

**EMERGENCY CLOSURE ARRANGEMENTS**

**Please return to the School Office**

Pupil Name: ..... Tutor Group: .....

Parent Name: .....

Emergency address and phone number, if appropriate:

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I acknowledge that I have received a copy of the letter informing me of the school Emergency Closure Information.

Signature of Parent: .....

Date: .....