



EXTREME WINTER CONDITIONS - POLICY AND GUIDELINES

This document is designed to give parents guidance regarding the School's policy in terms of extreme winter conditions. Please keep this in a handy place for reference should such conditions occur.

In the event of extreme weather conditions, the website will be our principal method of communication – providing up-to-date information on the home page.

The School's policy is as follows:

- 1 The School will only be closed at the start of the day if it is absolutely necessary. This will be indicated on the front page of the website and a recorded message will be put on the phone system as early as possible. We will also inform local radio (primarily Radio Forth and BBC Scotland), but parents should not rely on radio to provide this information.

If local conditions where you live are such that you believe it is inadvisable for your children to travel to and from School, you should keep them off school and telephone the School to inform us of this.

- 2 School will not end early unless the situation is very bad indeed (see 7 below).
- 3 If, during the course of a day, you are seriously concerned about your child getting home because of the weather conditions and would like to collect them early or to give them permission to travel home early (eg by bus or train), they may do so, but only after permission has been obtained from the Head of the Senior or the Head of the Junior School or one of the Deputy Heads in the Senior and Junior Schools. It is vital that we are sure there will be someone in the house, if they are under 16.
- 4 Brothers and sisters in Lower Primary or Upper Primary may be collected by their elder brother or sister at the time Senior School pupils are released.
- 5 If a pupil has a difficult or over-long journey and parents would like him/her to have a standing arrangement to catch an earlier train or bus when the weather is really bad, they should write to their child's Form Teacher, giving details of times, etc and permission will be given for the pupil to leave early, when it seems appropriate. If we do not have such a letter, we will not give a pupil permission to leave early unless under exceptional circumstances (see 7 below).
- 6 Libraries in the Lower and Upper Primary buildings will be kept open and supervised until 3.45pm whatever the weather conditions. The Senior and Junior Schools will remain open until 5pm or until such time as all pupils have been collected or have set off home.
- 7 Deteriorating Weather Conditions. Very rarely conditions can get so bad during the day that we feel it advisable to end the teaching day early, though it is likely that this will not be before 2.45pm. On such occasions:
 - * the arrangements described in 3, 4 and 5 above will continue to apply
 - * no pupil need leave early
 - * pupils who can go home at 2.45pm without difficulty may do so
 - * pupils who would otherwise have difficulty in getting into their houses should make special arrangements with their parents in advance for just such an occasion
 - * parents may telephone in emergency to request that special arrangements be made (but please keep calls to the minimum)
 - * pupils will be allowed to phone their parents if necessary to make special arrangements.

In short, we shall keep to the normal school day unless the situation requires a change. If parents wish us to let their children go home early in very bad weather, they should let us know; we will not close the School exceptionally early in the day unless conditions are quite intolerable (eg the heating breaks down). **Any pupil who leaves school early (except when the School closes early) must sign out at Reception.**

Finally, please encourage your children to dress warmly and sensibly. In bad snow conditions boots, anoraks/coats in addition to the school blazer, etc are quite in order.

GE/yf
January 2010