



EMERGENCY CLOSURE PLAN

INFORMATION FOR PARENTS AND CARERS






This information has been set out to advise parents and carers of our procedures in the event of an emergency school closure. It is important that we have a plan in place to ensure the safety of all children and staff in the case of an emergency. An emergency closure can take place as a result of poor weather or for other reasons outwith our control, eg. power failure.

It is important to note that there is a 'clear presumption at national and local government that schools and services open wherever practical, in order to minimise the impact on education provision and the associated community impact if schools close.'

(South Lanarkshire Procedures/Adverse Weather Preparations)

How will the school communicate an early closure with parents/carers?

Should the Head Teacher take the decision to close the school for any reason, approval must be sought from South Lanarkshire Council. The local authority may also make a decision to close all schools within the local area or within the council. We will communicate any closures to parents via our social media channels.

	<p>The School App</p> <p>This will be our main method of communication as we can deliver the message to all users simultaneously. If you require information on how to download this App, please contact the school office.</p>
	<p>Twitter</p> <p>A message will be put on the main Twitter feed @JPrimary</p>
	<p>Text Message (to main contact only)</p> <p>Please note that this system can be unreliable, as it can become overwhelmed if all schools are sending texts at the same time. Parents/carers may not receive the text until much later on.</p>
	<p>Our Website</p> <p>http://www.jamesaiton-pri.s-lanark.sch.uk/</p>
	<p>The Parent Facebook Page</p>



Please remember that in all instances, it is vital that you inform us of any changes to contact details, including emergency contacts.

In the event of a school closure, we would follow the plan outlined below. Please be aware that it may be very busy when you arrive at school and we would ask for your patience and support as we safely dismiss the children. Please try to park safely and sensibly, and where possible use the Park & Ride facility across from the school.

- ***Primary 1 and Primary 2 will be dismissed from the infant door. Members of staff will be on hand to ensure children are collected by a trusted adult and signed out.***
- ***Primary 3 and Primary 4 pupils will be dismissed via the front entrance. Once again, staff will be available to ensure that all children are collected safely.***
- ***Primary 5-7 pupils will leave via the senior entrance. Staff will be available to support the children as they are collected.***
- ***Unless requested, children must be collected by a trusted adult during exceptional closures. Parents/carers may request that their child walks home independently or be collected by another parent. However, the main parent/carer must call the school office to instruct us of this in advance.***
- ***We would ask for your patience during this time as both phone lines may be busy.***
- ***The school will set out a plan for learning from home where necessary, in line with Scottish Government/SLC guidance.***

Our school number is: **0141 641 2472**

You can email the school office on: **office@jamesaiton-pri.s-lanark.sch.uk**