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12th November 2021

LA/IR

Dear Parent

Adverse Weather Arrangements

As you know, the weather during winter can become severe very quickly. The Head Teacher or nominated Deputes will have complete discretion to close the school and send pupils home when they anticipate adverse weather conditions which would put children and staff at risk. In the event of this decision being made we may not be able to contact all parents.

Communication to Parents

- The phone line message will be updated (see below for School Information Line Numbers)
- A Groupcall message will be sent (please ensure we have your correct mobile number)
- The school web page will be updated as soon as possible
- The school closure information on the Aberdeen City Website will be updated

Please **do not** phone the school as this 'jams' the switchboard and prevents us making important calls.

Special Arrangements during snow storms

- If you live in an isolated location and the weather is severe at the beginning of the day, it would be advisable for your son/daughter to remain at home for the day.
- If school transport is not running **do not** bring your child to school unless you take full responsibility to pick them up and ensure you are contactable should the decision to close the school be made.
- If you normally bring your child to school by car then come with them to the school office so that we can advise you regarding the transport situation. In the past some pupils have been dropped off at school by parents who have then had to make a second journey to collect them and take them home.

Closure during the School Day

If weather forecasts are received which suggest that a serious storm may arrive during the day, pupils who live in the country areas may be sent home early, if it is felt that this can be done without putting them at risk. Buses will transport pupils to their normal drop-off points.

Early Closure and Recalling the Buses

In certain circumstances the school will recall the buses and then send pupils home.

Action by Parents

Parents and young people should ensure that they have made suitable arrangements e.g. an understanding of these procedures, access to their house, keys etc in case of early closure.

Education
Rob Polkinghorne
Chief Operating Officer
(Operations)



School Day Starting Late

If the weather forecast suggests that there will be a significant fall of snow overnight, school will not start until **09.30 am** the following day. Arrangements have been made with our travel operators to pick up pupils one hour later than the normal pick up time. This will allow the school to run as normal, but allow pupils and staff to travel safely. On such days pupils should not arrive in school before **9.20 am**.

Partial or Full Closure

On some occasions it is possible that there will be a large unexpected fall of snow overnight. All school transport may not run. On such occasions a groupcall will be issued; transport information will be on put on the school website and on the School's Information Line.

On the days when some transport does not run, the school is usually open for pupils who live locally or whose parents can transport them. It is very important, however, for parents of pupils who are normally transported to and from school by bus, to recognise that if they bring their child into school in the morning, they are responsible for picking them up at the end of the day and for ensuring they are contactable should the decision to close the school be made.

If there are no announcements to the contrary the school will be open and every effort made to run transport at the normal time. It is also important to recognise that buses may not be able to access all pick up points. If a bus does not arrive within 10 minutes of the usual time, pupils should return to their homes.

Storm Address

There may be occasions when the weather is so severe that it may be prudent for pupils not to reach their homes, but rather to spend the night within Dyce boundaries. This is why we ask you to indicate a possible address in Dyce. Should the ACMS residence be closed, we advise pupils to have a storm address in Dyce.

Instructions from Staff and Bus Drivers

It is vital that young people obey all instructions given to them by members of staff or by the bus driver, especially in such emergencies.

It is extremely important that no young person makes private arrangements with yourselves – for example to collect them at Dyce – without making sure that they have told the office and been given permission. Leaving the grounds without permission can lead to confusion and delays while staff check for a pupil who has already made arrangements to return home. This could endanger others as a result.

Aberdeen City provides a telephone service for schools – the School's Information Line. The important feature of this is the Emergency Arrangements message for parents/guardians. Information on Early closures or transport arrangements will be available and updated as necessary. You can access the Information Line by dialling 0870 054 1999. You will then be asked for a six digit PIN number which is 011040 for Dyce Academy. You should then choose Option 1. The cost of the call from a landline is no more than 10p per call.

To obtain information from the internet go to www.aberdeencity.gov.uk/closure and click on Dyce Academy.

There will always be the unexpected situations that arise which have not been covered in this letter outlining general procedures. I trust that you will accept decisions that have to be made to ensure the safety of our young people and staff.

Yours sincerely



Lesley Adam
Head Teacher

Education
Rob Polkinghorne
Chief Operating Officer
(Operations)

