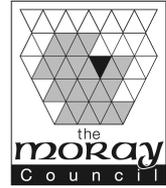




Forres Academy

Burdsyard Road
Forres
Moray IV36 1FG



Head Teacher: Mrs Carol Stuart, BA MEd



Tel: (01309) 672271
Fax: (01309) 676745
Email: admin.forresacad@moray-edunet.gov.uk
www.forresacademy.org.uk

Your Ref:

Our Ref: CS/SH

16th November 2016

S Dear Parent/Carer

Severe Weather Arrangements - Bus Transport

Now that the winter is upon us, it is essential that pupils know what to do if the bus company decides not to run buses or to bring pupils home early. It is also important that families have made arrangements with their children about where to go if the school closes early. Please read the information below and if you have any questions regarding these procedures, you should contact the school office.

Pupil Emergency Addresses and Contact with Home

The school maintains an emergency contact number for every pupil. This information is updated annually at the start of each session and, in the interests of pupil safety, parents/carers are encouraged to revise this information as and when necessary by contacting the school office on 01309 672271.

Once the decision has been taken for an early closure, events happen very quickly. The office must liaise with bus companies so pupils will be encouraged to use their mobile phones to contact home. The school will provide a phone for those pupils without a mobile. *Secondary age pupils may be dismissed early without direct contact with parents/carers.* Consequently, it is important that all pupils should have discussed emergency arrangements with their parents/carers in advance so they know whether to:

- go home on their usual bus/taxi
- go to a nominated friend/neighbour's house
- remain in the school until collected by a parent or carer.

Pupils should not make ad hoc arrangements which could cause worry and distress to families. *Family emergency arrangements need to be planned in advance.*

Contact with Bus Companies

Office staff will phone bus companies to inform them of the early closure decision. (On occasions, bus companies themselves may take the decision to transport pupils home early.) The Depute Head Teacher (H&S) will liaise with the authority's Transport Unit. Bus pupils should wait in the Social Area for the arrival of their transport.

2.

23rd November 2015

Under their 'Duties of Hirers', Transport contractors have a responsibility to:

- convey pupils to their home
- leave pupils at a house where they can remain under shelter until they are called for by their parents
- deliver pupils into the care of a responsible adult who will accompany them to their homes
- worst case scenario: if the above 3 fail, convey pupils back to the school and place them in the care of the Head Teacher.

It should be noted that if parents bring pupils to school in the morning because their bus has not arrived, then those parents are responsible for taking their children home at the end of the school day or early closure.

Service Bus (Alves)

Pupils who travel on public service buses are at greater risk because the above 'Duties of Hirers' do not apply. Some of our pupils use the Alves Service bus. The school will give priority to ensuring the parent/carers of these pupils are informed of early school closures via pupil mobiles or a school phone. These pupils will be gathered together into the Social Area with a DHT to ensure home contact has been made.

Media Information

Under normal circumstances, the Head Teacher or another member of the SLT will update the school's information line by 7.30am. Parents and members of staff should call: 0870 054 9999 followed by the Forres Academy PIN number: 031030 to hear of any planned school closure decisions. This information will also be posted on the Moray Council website: www.moray.gov.uk/schoolclosures

The Head Teacher will also inform Moray Firth Radio and BBC Scotland of any planned closures.

In bad weather, buses will have to travel more slowly and may arrive late. However, in the mornings the general rule is that pupils should not wait 10 minutes beyond their usual pick-up time before returning home. It may be worth phoning the bus company directly to find out if the bus is running because it is often the individual drivers on the scene who make this decision and the school may not receive this information until much later.

We appreciate your support in aiming to ensure the safety of all pupils.

Yours faithfully

Sandra McCulloch
Depute Head Teacher

Bus Company Phone Numbers

Kineil Buses: 01343 552777
Mundole Taxis: 01309 673435
Maynes Coaches: 01542 831219 or 835500
Moray Council Fleet: 01343 546735