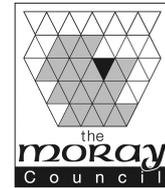




Forres Academy

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Forres
Moray IV36 1FG



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Your Ref:

Our Ref: SMC/SH

Head Teacher: Mrs Carol Stuart, BA MEd



23rd November 2016

Dear Parent/Carer

Now that the winter is upon us, it is essential that pupils and parents know what to do if a decision is taken to close the school. It is also important that families have made arrangements with their children about where to go if the school closes early. We have already sent a letter to parents of pupils travelling on school transport detailing all the necessary procedures regarding transport. This letter is intended for all parents.

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.

Before the Start of the School Day

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 be posted on the Moray Council website: www.moray.gov.uk/schoolclosures. The Head Teacher will inform Moray Firth Radio and BBC Scotland of any planned closures. If possible, we will also send a GROUPCALL text message.

During the School Day

During the course of days when the weather and road conditions may deteriorate, we aim to err on the side of caution in sending pupils home while the conditions still permit. During the course of an emergency closure it is not possible for us to have a personal conversation with all parents whose children may be affected. This is because of the limitation on telephone lines available and the number of incoming calls which we may receive in these circumstances. Pupils will, of course, be free to make use of personal mobile phones to contact home in the event of a school closure during the course of the day. We will also send a GROUPCALL text message. Any parent who would prefer an email should let the office know as soon as possible.

Our main aim is to keep pupils safe and we appreciate your help in this matter.

Yours faithfully

Sandra McCulloch
Depute Head Teacher