



19 November 2018

CARE AND LEARNING SERVICE

GUIDELINES FOR PARENTS

TRAVELLING TO SCHOOL DURING ADVERSE WEATHER

It is the responsibility of parents or carers to decide if a pupil should attempt to travel to school, by transport or on foot, in adverse weather conditions. The Council encourages full attendance at school but in severe weather conditions the safety of pupils is much more important. Parents and pupils are often concerned that important examinations may be missed, but this should not over-ride good judgement. Schools normally make alternative arrangements for missed examinations.

The school updates its procedures for adverse weather closure annually, therefore:

- The school will advise parents of normal local arrangements for school transport and any special arrangements in the event of adverse weather.
- The school will establish a system of communication with parents and local transport operators and ensure that parents are fully informed of any revised arrangements.
- A telephone service is offered to provide parents with up-to-date information (updated by 7.30am by the Rector in cases of adverse weather). Parents may call **0800 564 2272** to access the schools information, the unique pin number for Millburn Academy is **041170** and select **option 1**.

Please do not contact the school office directly. Use various other methods provided:

The Highland Council Website, Facebook and Twitter

- The Council's website <http://www.highland.gov.uk/schoolclosures> will be updated with information for individual schools.
- The Council's Facebook page at <http://www.facebook.com/highlandcouncil> will show updated posts on the latest news of school closures and weather related problems.
- The Council's Twitter page at <https://twitter.com/HighlandCouncil> will list tweets of the latest news of school closures and weather related problems.

MILLBURN ACADEMY

- In the event of school closure due to adverse weather, pupils will be assembled and a text message will be sent to the main contact on your child's record (in most cases your child will be encouraged to contact you directly by mobile).
- The school website <http://www.millburnacademy.co.uk/> will be updated with information from the school.
- The School Twitter page at <https://twitter.com/MillburnAcademy> or [@millburnacademy](https://twitter.com/millburnacademy) will list tweets of the latest news of school closures and weather related problems.

Millburn Academy, Diriebught Rd, INVERNESS, IV2 3QR
Rector: Mr Johnny Croall (S1 & S6 Year Head)
Depute Rectors: Mr van Loon (S2 & S5 Moy/Ruthven Year Head),
Mrs Brunton (S3 & S5 Garth), Mr Jarvie (S4 & S5 Ashie/Farraline)
☎ 01463 729152 ✉ Email: millburn.academy@highland.gov.uk



MILLBURN ACADEMY

Strive to achieve



When weather conditions are poor

Local Radio Stations issue news and weather bulletins on traffic conditions and school closures. Transmissions may not cover all households and may be subject to re-scheduling but should be helpful. Parents are advised to remain “tuned in” to ongoing road weather, or school information updates.

Broadcast times

BBC Radio Highland

6.30am 7.30am 8.30am 12.30pm 4.30pm 5.30pm

In extreme conditions, Radio Highland will interrupt Radio Scotland transmissions (usually on the hour), to carry emergency bulletins.

Moray Firth Radio (www.mfr.co.uk)

Local news on the hour 6am-6pm carries local information on weather, roads and conditions affecting schools. In severe conditions normal programmes will be interrupted more frequently to carry emergency bulletins.

Please do not telephone local radio for advice but listen to appropriate broadcasts.

For pupils using School Transport

- Parents should note that the final decision on whether it is safe to operate rests with the driver of the school transport vehicle. Therefore there may be occasions on which a school is open but some routes, or part of routes, are unable to operate.
- Parents should advise their children on how long they should wait at the pick-up point for their transport. This will depend on the prevailing weather conditions and the availability of shelter at the pick-up point. During adverse weather conditions no pupil is expected to wait longer than twenty minutes past the normal “pick-up” time.
- Morning journeys may be delayed by an hour if road conditions are unsafe at the normal journey time but have improved within the hour. Before pupils return to a pick-up point parents should check the school telephone information line for updated messages from their schools Rector (**not the main school office**). Please note that for some routes the transport operator may contact the parent directly.
- Drivers are advised not to drop off children where there is a risk they may not safely reach home or other place of shelter. This may involve children being taken to an alternative place of safety, agreed in consultation with the school.
- Where parents are concerned about weather conditions at “drop-off” points, they should contact the school telephone information line (**not the main school office**).

Please note: when weather conditions are poor, parents should ensure that their children are met at the “drop-off” point, especially where public service transport is used.

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