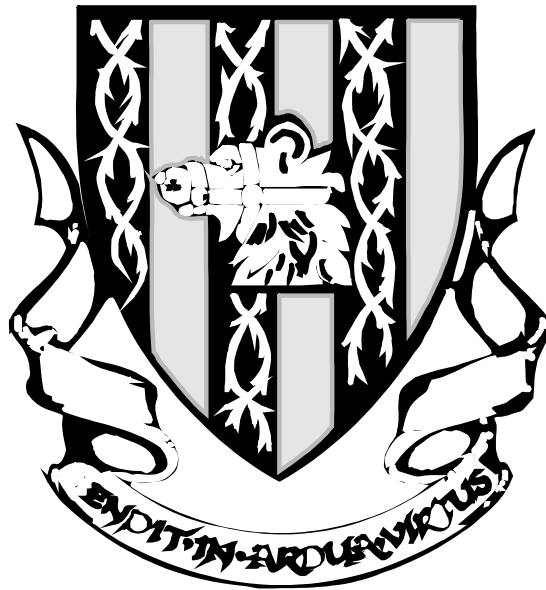


MACKIE ACADEMY



ADVERSE WEATHER/ EMERGENCY CLOSURE PROCEDURES

Revised October 2016

MACKIE ACADEMY

ADVERSE WEATHER/EMERGENCY CLOSURE PROCEDURES

DURING AN ADVERSE WEATHER OR EMERGENCY CLOSURE ALL STAFF AND PARENTS SHOULD NOTE THAT THE OFFICE STAFF WILL HANDLE ONLY THOSE CALLS WHICH RELATE TO THE CLOSURE.

The procedures outlined in this document are based on the Aberdeenshire Education, Learning and Leisure Service Adverse Weather/School Closure Procedures.

Responsibility for Closure Decision

The Head Teacher has responsibility for taking the decision to close the school. In the Head Teacher's absence the decision will be the responsibility of the Depute Head Teacher whose remit is to deal with Closure Procedures or one of the other Depute Head Teachers.

Responsibility for Closure Procedures

The Head Teacher and Depute Head Teacher (Transport) are the members of SLT responsible for emergency closure procedures and there is a designated member of the Janitorial team in Stonehaven for up to date weather information.

Reasons for Closure

The decision to close the school (either partially or to all pupils or to pupils and staff) may be taken in response to information received from:

- i) the Education Authority
- ii) one or more contract bus companies
- iii) a parent or parents living in a remoter part of the catchment area
- iv) a MET Office severe weather warning.

The school may be closed if:

- advice has been received that road conditions are difficult in situations of adverse weather
- road conditions during adverse weather prevent a significant number of staff from reaching the school.
- in response to an emergency such as the failure of the heating plant, the electricity supply, water supply or the fire alarm system
- an instruction to close all schools is received from the Authority.



MACKIE ACADEMY – EMERGENCY CLOSURE PARENT/CARER INFORMATION

ADVERSE WEATHER WEBSITE

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

The Adverse Weather Website is designed to enable parents to access information quickly on school closures.

The closure status is broken down into three main categories which are colour coded

- School open – including partial openings Green
- School closed – to everyone or to pupils only Red
- Disruption to transport Blue

It is also possible to search for your school(s) by clicking on the appropriate letter in the alphabet bar. Below the list of schools affected by adverse weather there is a list of the unaffected schools.

Aberdeenshire council has changed the way parents receive online alerts about school closures and changes to school transport. You can now sign up for these notifications through *myaccount* on the Aberdeenshire Council website – if you currently pay for school meals online, you will already be registered.

myaccount is a simple, secure way of accessing a range of Scottish public services using just one username and password and 13,000 parents across Aberdeenshire are already enjoying the benefits of it.

As well as being able to sign up for alerts, your home page will automatically give you handy information such as your bin collection days, where your nearest recycling centre is and the names of your local councillors.

So, if you want to be kept up-to-date and take advantage of the other *myaccount* benefits, sign up to the new system by going to the Aberdeenshire Council website and clicking on the red **register** button in the top right-hand corner.

Another option which has been made available on the website is accessing Google map showing the closure status of all Aberdeenshire schools.

Parents can also subscribe to the school closures RSS feed or follow Aberdeenshire Council on Twitter using the information given below.

Twitter @Aberdeenshire

Twitter @MackieAcademy

SCHOOL INFORMATION SERVICE

The telephone information service can also be used during adverse weather.



Note: this is a 0870 service and charges are slightly higher than normal. However there is no queuing and an adverse weather call should last less than 1 minute.

How to use the Telephone service:

- Dial – **0870 054 4999**
- Now enter your own school's pin number **02 10 80**. You have two attempts to enter the pin number and you will be disconnected after a second failed attempt.
- You will now hear the school's name. Ensure that this is correct before going on.
- You will now be taken to the **main menu** where you will be given options:

Press 1 to hear your school's message about the adverse weather for example whether or not the school is to close or if transport arrangements have been affected.

Press 4 to enter the pin number for another school within the Authority. Parents may have children who attend different schools. This option allows you to move from one school's messaging service to another without having to dial in again.

Please use the website and local radio stations in addition the information line. The information line alone can not cope if the majority of schools are closed at the same time.

Please do not leave your phone on redial if you can't get through to the information service as this only makes the line busier.

Please read the Aberdeenshire Guidelines for parents carefully and ensure that you have provided us with a bad weather address within walking distance of the school if your child travels on school transport.



.....
PLEASE KEEP THIS INFORMATION IN A SAFE PLACE BY YOUR TELEPHONE

SCHOOL INFORMATION SERVICE



TELEPHONE NUMBER **0870 054 4999**
School pin number **02 10 80**

ABERDEENSHIRE WEBSITE

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

TWITTER <http://twitter.com/aberdeenshire> or **@MackieAcademy**

Northsound 1	FM 96.9		Tel 01224 337000
Northsound 2		MW 1035 KHz	
BBC Radio Scotland	FM 92.4-94.7	MW 810 KHz	
Moray Firth Radio	FM 97.4	MW 1107KHz	
North East Community Radio	FM 97.1-106.4		Tel 01467 632878
Waves Radio	FM 101.2		Tel 01779 491012
Original	FM 106		Tel 01224 293800

Updated May 2016