



ROSLIN PRIMARY SCHOOL



LEARNING AND GROWING

to Achieve Success



14 December 2021

Dear Parent/Carer

Emergency “Severe Weather” Closure Information – Please Keep For Reference

We will notify parents/carers via email of any emergency closures. Midlothian Council notifies Radio Forth when a decision is taken regarding school closures and the most up-to-the moment information is given on the radio and the Midlothian Council Website.

Learning Activities on Snow Days

Learning activities for snow days can be found on the school website (roslin.mgfl.net) under the “severe weather” tab.

Should it become necessary to close the school during the day, staff will text/phone parents/carers to make arrangements for children to be collected. In the event that staff are unable to contact a parent or carer, then the child will remain in school with a member of staff, until you are free to collect. Please ensure all your contact email addresses and telephone numbers are up to date.

When collecting children under these circumstances the procedure is as follows:

- Enter by Reception. Please do not come in class area doors.
- If you offer to take children other than your own, please ensure that we have the parent's permission to do so.
- If you are at home and are aware that the school is to close early, please come round and collect your child; do not wait for the school to phone first as it will take a considerable amount of time to contact parents/carers for over 200 children. This will greatly assist us in the process.
- In these exceptional circumstances, do not leave messages on the school telephone answering service, as all lines will be busy making outgoing calls to parents/carers.
- **After School Club (ASC)** – If your child is booked in to the ASC and you are at home and/or aware that the school may be closed early as a result of severe weather, please come to collect your child. Otherwise he/she will go with the ASC staff as soon as they are able to collect the children. Please check with the ASC regarding their procedures.

The above guidelines will help to ensure that the process of closing school early goes as safely and smoothly as possible and your help is greatly appreciated.

Access to school on snowy days



To help provide safe access to school on snowy days, please refer to the attached plan showing the path which will be cleared by our janitor as a priority. Pupils can enter the school by the front reception door.

All other routes can be used but parents/carers must be made aware that these routes should be used with extreme caution as it is unlikely the janitor will be able to clear/salt these routes in time for the start of the school day.

Many thanks for your continued support.

Yours sincerely

Mrs Helen Love
Head Teacher

