

Cornbank St James  
Primary School  
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## Education

Acting  
Head Teacher  
Mrs Laura Cameron



Midlothian

healthyschools  
Edinburgh and Lothians  
Stage Two 2007-2012



January 2017

Dear Parents/Carers

### Important Information - Adverse Weather Conditions/School Closure

In the event of adverse weather conditions or other emergency school closure, the following procedures will apply.

Announcements about school closures are made through the local media eg Radio Forth, Real Radio or Black Diamond FM. Parents/Carers may also wish to check Midlothian Council Website. The school will put notices up at entrances giving information about closure arrangements.

Where the closure is announced before school starts, any pupil arriving at school unaccompanied by an adult will be kept in school until a Parent/Carer can be contacted and suitable arrangements made.

Where pupils are already in school and it is deemed necessary to close, Parents/Carers will be contacted by phone/text and individual arrangements made for pupils to be collected. Some parents may be asked to contact other Parents/Carers to reduce the number of phone calls from the school but no pupil will be allowed to leave school unaccompanied, unless the school has authorisation to do so by the Parent/Carer. Pupils, whose Parents/Carers cannot be contacted, will be kept in school until the normal end of school day or until contact is made.

For those pupils who are transported to school by farm bus, the school will contact the Transport Operators to alert them to the school closure. In adverse weather even where the school is open, the driver of the bus has the final decision as to where or not it is safe for him/her to operate the vehicle.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Laura Cameron".

Mrs Laura Cameron  
Acting Head Teacher