



Head Teacher
Lynsey Stevenson

Cornbank St James Primary School

34 Marchburn Drive

Penicuik

EH26 9HE

Tel: 0131 271 4575

#RISE

Respect Inclusion Safe Excellence

cornbank_ps@midlothian.gov.uk

[twitter@CornbankPS](https://twitter.com/CornbankPS)

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Dear Parent/Carer

Severe Weather and School Closure Arrangements

As we head into the winter months, I wanted to make you all aware of our Severe Weather and School Closure arrangements. Severe weather is the most likely reason for an impromptu school closure. This may be a blanket closure of all Midlothian schools, a single school closure or a local area closure. There may be other times where we are forced to close due to unforeseen circumstances, where it would be unsafe to remain open. The health and safety of all our learners, staff and families is always of the utmost importance. Obviously, we hope that these plans are not necessary in practice, but it is important that we are prepared for all eventualities.

There are several different scenarios, which we have planned for, as outlined below:

If the school has to close during school hours:

- You will be notified initially via Groupcall email. This will go to the email address of the primary contact you have identified on the data checks/enrolment forms.
- This will be followed up with a message on our Twitter/X feed and our school website will be updated.
- Midlothian Council Communication Team will also share the information via the council website and social media channels.
- You will be asked to come and collect your child as soon as possible from school. Please report to the main entrance.
- **If a parent/carers is unable to collect, and you wish a neighbour or family member to collect your child from school, you must call the school office and let us know. We will not let your child leave with anyone else unless we have your express permission to do so.**
- If phones are busy, you can leave a message. Please be aware that in the event of such a circumstance, staff will be extremely busy and able only to take brief messages about collection. They will not be able to provide further information as our priority will be ensuring all children are collected quickly and safely from school in order that staff can also then make their way safely home.



- Further communication will come via the same channels to update you as to the duration of the closure. We advise parents to check local radio stations also for school closure information.
- We will try to send your child home with their device.
- If the closure occurs before lunch, we may only be able to provide a packed lunch for those pupils entitled to Free School Meals and Clothing Grants. This would only be those who have applied for, meet the eligibility criteria and been awarded this grant. **These eligible pupils will receive a packed lunch to bring home.**
- If the closure occurs at lunchtime or in the afternoon, all pupils will have lunch as normal.

If the school has to close out with school hours for the upcoming or following day:

- You will be notified initially via Groupcall email. This will go to the email address of the primary contact you have identified on the data checks/enrolment forms.
- This will be followed up with a message on our Twitter/X feed and our website will be updated.
- Midlothian Council Communication Team will also share the information via the council website and social media channels.

Remote Learning

- There are grids of learning activities on the school website, targeted at Early (ELC - P1), First (P2 - P4) and Second Level (P5 - P7). These can be used on the first day of a school closure.
- If a closure extends into a second day, we will share learning activities on Google Classroom. In this event, there will be more detailed communication issued so that parents know what to expect.

Icy Conditions

Even though the school may be open, there may be implications of adverse weather that impact during the school day and particularly on the way to/from school. The council take responsibility for gritting safe routes to school. Our janitor is contracted to grit the following paths:

- P1/2 gate to ELC/P1 entrance
- Bavelaw Crescent gate to P4 entrance
- Side path off Marchburn Drive to P5-7 entrance

He is unable to grit the whole playground. On particularly icy days, we will try to get a message out on the school Twitter/X feed early in the morning, to help families to plan. On days when snow clearance is required, this will be from the P1/2 gate to ELC/P1 entrance only.

We thank you for your understanding and hope that these closure procedures are not required.

Kind regards

Lynsey Stevenson
Head Teacher