

Severe Weather Plan for Hawthornden PS

This written procedure will come into force in the event of severe weather or another eventuality such as loss of heating/water, forcing our school to close.

If children are to be sent home due to an emergency closure **during the school day**:

- The **main contact** will be contacted via our Groupcall (text) system in the first instance. Taxi companies will be contacted at this point too
- Collect your child(ren) from their classroom door
- Children will be signed out by their class teacher/learning assistant
- For children whose parent/carer may not have received the initial message and therefore have not been collected, contact will be made via text/phone call, using emergency contact numbers if necessary. These children will remain in class/school until contact with the family has been made and a plan is in place for their collection

If the school is closed **prior to the school day starting**:

- Midlothian Council will share information of closures via media channels – radio stations/Twitter/Midlothian Council website
- A message will be sent to parents via our Groupcall (text) system

Learning at home for pupils: On the first day of an emergency school closure day, learning grids will be uploaded to Google Classroom by 9am. Should the closure be extended, our On-line learning policy will be actioned.