



Our Ref: SMc/ar
13 December 2021

Dear Parent/Carer

Storm Conditions

As the wrath of winter has strongly made itself felt in the past couple of weeks, the following is a reminder to parents/carers around our winter weather procedures.

If it is apparent early in the morning that it would be unsafe for pupils to travel to school, transport will be cancelled as required, and closure information will be communicated as follows from 7:00 onwards:

- **Northsound Radio: 96.9FM**
- **Aberdeenshire School Closure Website: www.aberdeenshire.gov.uk/closures**

The remainder of the information in this letter is relevant to school transport pupils only, including those who choose to drive:

Storm Address

Pupils who travel to school by **Council-provided Bus/Taxi/Public Transport or live outside Ellon** require a local Storm Address in the event they may be stranded in Ellon due to the weather. If you have not yet provided us with this information, please do so at your earliest opportunity.

- If you have not yet signed up for Parents Portal but **already have a myAberdeenshire account** to pay for school meals, you can sign up with ParentsPortal.scot at <https://parentsportal.scot/home/> You **do not need** to set up a new **mygov.scot** account - the same access details are used.
- If you do not have a **myAberdeenshire** account please go to <https://www.aberdeenshire.gov.uk/schools/school-info/parents-portal/> where you will find the link to register.
- By Registering for ParentsPortal, you can complete your Annual Data Check online which will provide the school with up to date contact details

Please note that the information provided during the sign up to myAberdeenshire account and parentsportal.scot link child processes must match the information the school already holds for yourself and your child(ren). If, for example, your myAberdeenshire still has an old address, you use a different email account, mobile number or you use your child's known name rather than birth name, then a match will not be made. To rectify this, you will need to either update your details held in the myAberdeenshire account or the details held at school. The school will be able to see any rejected attempts to set up a parentsportal.scot account, and can assist and support as required.

Early Closure

Pupils are not permitted to travel home on a bus other than the one identified on their bus pass without prior PTU approval as they are not insured. To this end, we cannot allow unauthorised pupils to go home with a friend on a different bus in the event of a storm closure.

Pupils who have driven into school will only be able to drive home again with parental permission on the day; otherwise, they will be required to take the school bus home/walk home if they live locally, and then to collect the car when road conditions improve.

A bus is unable to do the pick-up round

If your son or daughter travels first by taxi/link bus, in bad weather this bus/taxi will wait until the main bus arrives. If the main bus/taxi does not arrive the link bus/taxi will return your son/daughter back home.

Pupils should only wait 15 minutes for their bus. If it does not arrive, they should return home or to the pre-arranged safe place. Do NOT take your son/daughter to school yourself as we will be unable to return them at the end of the school day, and if the weather further worsens you may also be unable to collect them. If the bus does not run in the morning, it will not run after school either.

During the school day the weather suddenly deteriorates, or we receive a storm warning

When the school closes early, bus contractors take pupils home, or to their link buses, or to be met off the bus (if they live a distance from their home) and will wait for the link/person. If there is no link bus/person to meet them, the contractor will take the pupil back to school. Under these circumstances, we will contact you to make alternative arrangements.

If you live more than a quarter of a mile from the drop-off point, it is imperative that your son/daughter is met off the bus. We will check your availability before setting off, and if they are not met, they will remain in school/go to their storm address. If they get the bus, and no-one is there to meet them, we will return them to school as above.

You must inform the school office if you come to collect your son/daughter. We need to ensure all pupils are accounted for/signed out by parents/carers.

School does not open for the day

If you require further information on early closure/storm addresses, please ask your son/daughter to check with their Registration Teacher or parents/carers can contact the School Office.

Thank you for your co-operation.

Yours sincerely

P Buchan

Pauline Buchan

Rector