



## Education and Social Care

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**All Parents, Carers and Guardians**

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Your Reference: ACF/JHW

Our reference:

Sandy Riddell

Corporate Director (Education and Social Care)

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Dear Parent/Carer/Guardian

### School Closure Information

Following the extreme weather during winter last year which forced many schools to close for several days, the Council has been working on improving communication to parents, staff and pupils when a school needs to close.

During previous years, Head Teachers had to take several steps to inform parents of school closures, including updating local media, the School Information Line, and staff in Headquarters who would then update the Council's website. This could mean that it took some time for information regarding school closures to appear on the Council website.

However, a new system has been developed where Head Teachers, or their nominated staff in schools, are able to update the Council's website directly. Using the new School Closures system, the Head Teacher will post details of the closure and has the opportunity to provide information regarding any work that pupils should focus their attention on during the school closure period.

The new system will then take the following actions:

- The notice will be placed on the Council's website at <http://www.moray.gov.uk/schoolclosures>
- Moray Firth Radio will pick up the closure notice from a feed that is generated.
- BBC Radio Scotland will also pick up the closure notice
- A post will be made on Twitter to alert people that school closures have been posted. Follow the Council on twitter - @theMorayCouncil
- Notification of the closure will be sent to the relevant staff in Education in Council Headquarters..

The Head Teacher/nominated staff member will then update the school information line.

learning to live  
living to learn

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Inspire

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Include

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Improve

These new changes will mean that The Moray Council website will be an improved means of information regarding school closures, and this information will now be available on the site as soon as the Head Teacher has posted the closure notice.

Our website statistics have shown that people are looking at our website for information regarding school closures early in the morning, and it is important that this information is available as soon as a decision has been made. Our new system removes steps for the Head Teacher, but most importantly ensures that parents are kept updated in a timely fashion. Please note however that your individual school information line will also continue to be a main source of information regarding your child(s) school.

This variety of communication methods will be used at any time when a school needs to close unexpectedly, due to adverse weather, electrical or service faults or for any other reason.

I am confident that this new process will enhance the quality and speed of communication with you at these important times.

Yours sincerely



**Alistair Farquhar**  
**Head of Educational Resources**