



## Community Services: Education

Argyll House  
Alexandra Parade  
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

### **Early closure of schools - inclement weather**

The need for early closures due to inclement weather should only occur infrequently. Where, however, exceptional conditions arise due to ice, snow, fog or flooding, a decision to close the school earlier than normal may be justified on the grounds that the decision was necessary and expedient in the interests of the health of the children and young people. In such circumstances head teachers/campus principals are authorised to grant an early closure.

Head teachers/campus principals are asked to note that care must be taken to ensure the following.

- 1 School meals are provided as on a normal day.
- 2 Any alterations to transport arrangements are notified to the operators.
- 3 The necessary steps are taken to ensure a standard of care for each and every child and young person as would be expected from a prudent parent. These steps would include considerations of the age, ability and capacities (physical and mental) of the children and young people concerned; the location of the school (town or country) in relation to the children and young peoples' homes and to road, traffic and other hazards; the home circumstances of the pupils and any standing emergency arrangements.
- 4 An early closure for children and young people does not necessarily mean an early closure for staff.

When an early closure on account of severe weather conditions occurs the head teacher/campus principal must inform the education office in writing of the circumstances immediately after the closure and make the appropriate entry in the log book.

Yours sincerely

Executive Director of Community Services

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