

## Larbert High School

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**Falkirk Council**  
Children's Services

*Rector: Jon Reid*

17 November 2016

Dear Parent/Carer

### Clarification of Emergency Closure Procedures

At this time of year, I thought it may be helpful to remind you of the procedures we will adopt should it be necessary to close the school at short notice. The safety of our pupils and staff is of paramount importance and will be the main reason for any decision taken to close the school.

### Notification of closure

Parents will be notified as soon as possible and this will be publicised on:

- Central FM
- the school Twitter account: @LarbertHigh
- the Larbert High School App
- the school website: [www.larberthigh.com](http://www.larberthigh.com)
- the Council website: [www.falkirk.gov.uk](http://www.falkirk.gov.uk).

We will also endeavour to send a text message to parents, however due to circumstances outwith our control, there can sometimes be delays in texts being sent. Therefore, parents should ideally check the above websites or Twitter for the most accurate, up-to-date information.

Please **do not** telephone the school office to check if the school is open or not – as you can imagine the volume of calls can be quite high! Please check one of the sources above in the first instance.

If the decision is taken to close the school during the pupil day (e.g., if weather conditions significantly deteriorate) all pupils will always be asked to make contact with their parent/carer to confirm that it is possible for them to return home. If they cannot make contact, or it is not possible for them to return home, they will be instructed to remain in school until alternative arrangements can be made. Please ensure that your child is aware of your contact details or that of another family member or friend.

### Work for pupils

Work will be available for pupils and provided via a variety of different sources, mainly: Twitter, school website, Google Classroom, YouTube and SCHOLAR. All pupils will shortly receive a



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username and password for Google Classroom and we will also write to you confirming the log-on details and some examples of the type of work that will be available. These sources are increasingly used during normal class lessons and so most pupils will find it easy to access the material.

Your child's teachers will confirm with them where to look for additional work and resources.

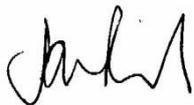
### **Absence recording**

If a central decision is made to close the school then pupil attendance records will be automatically updated and there is no need to provide an absence notification. If the school is open, but you decide not to send your child to school, then an absence notification is required following the normal procedures.

We very much hope that we will not have to respond to the weather over the next few months by closing the school and that all of our planned events, dances, concerts and, of course, learning and teaching will be able to continue as normal. Fingers crossed!

If I can provide any further information or clarification then please do not hesitate to get in touch.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jon Reid', written in a cursive style.

Jon Reid  
Rector