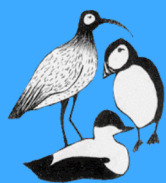


Dounby



Community School

Dounby Community School
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Head Teacher: Alastair Forsyth



ORKNEY
ISLANDS COUNCIL

DEPARTMENT OF EDUCATION & LEISURE SERVICES

Thinking Learning Community

19 November 2009

Revised Emergency Closure Procedure

Dear Parents/Carers

As winter fast approaches we would like to inform you of our revised emergency closure procedure.

In the event of the school closing early due to snow forecast, adverse wind conditions or power failure then **every** parent/carer will be contacted by phone to confirm arrangements. If we can't get in touch with you personally, then we will phone your child's emergency contact number. In the event of being unable to contact either person, then we will keep your child in school until alternative arrangements can be made. In addition, details of any imminent closure will be posted on the Dounby School Website, the direct link to the page is:

<http://sites.google.com/site/dounbyschool/>

If you think your telephone numbers may be different to those we have on file because you have made changes recently, please let us know as soon as possible.

During adverse weather conditions, Radio Orkney broadcasts at 7.30 am and 12.55 pm will announce any school closures and changes to transport arrangements.

Yours faithfully,

Alastair Forsyth
Head teacher