

18 November 2021

Dear Parent/Carer

As winter approaches we need to prepare for possible school closures due to bad weather.

If school has to close because of snow or other adverse weather, pupils will be able to carry on with class work online, using Microsoft Teams. Staff would be online to support them.

Where young people do not have access to a device at home we will send you a pack of resources. This would be sent home in the next few weeks and we would ask you to put this to one side and use it in the event of a closure.

All pupils are currently being surveyed to check whether they have access to a suitable device at home.

Should a closure take place and the pupil has forgotten his or her email address or password, please contact us at [wlcedarbank-sch@westlothian.org.uk](mailto:wlcedarbank-sch@westlothian.org.uk). This email address will be monitored during a school closure. We would then contact you to help get them back on to Teams.

Please do not hesitate to contact me if you need any more information.

Yours sincerely

Iain McLean  
Principal Teacher Curriculum



**Award 2010**

