

Dear Parent/Carer

20 April 2018

EMERGENCY SCHOOL CLOSURE PROCEDURE

Following the recent unavoidable closures, we thought we would write to you to update you regarding the procedure for closing the school in an emergency.

To do this we need your help, and wish to share the procedure with you. Please sign the consent form attached, ticking the box that you and your son/daughter feel most comfortable with.

Order of Procedure:

- 1 Emergency closure announced to staff
- 2 All students and staff to go to a designated area where a register will be taken
- 3 A text message will be sent home to parents from the school to inform them of the closure
- 4 Bus companies will be contacted by the school
- 5 Students with consent to walk home will be dismissed from the school immediately by their teacher
- 6 Students with consent to leave, and that travel on a school bus will leave as soon as the buses have arrived (unless parents/carers are happy for them to leave immediately)
- 7 Telephone calls will be made to parents/carers who have requested prior contact

Students travelling on school buses will be dismissed as soon as a text has been sent and buses have arrived. **However, if you tick the box stating that you need to be contacted before they can leave, you will need to make your own arrangements to collect your son/daughter from the school, as we cannot hold the buses.**

If you decide you would like to speak to a member of staff first, please bear in mind that there may be a considerable amount of telephone calls that have to be made to parents, and this will take some time. We would ask that you do not try and contact the school yourself, as this will slow the process down.

If the school has to remain closed for subsequent days, we will communicate this information to parents via text message, TRAX FM, Twitter and the school website.

Can you please discuss this procedure with your son/daughter and consider your options carefully before returning the reply slip attached.

Yours sincerely

H REDFORD-HERNANDEZ
Headteacher



National Teaching School
designated by

National College for
Teaching & Leadership



National Support School
designated by

National College for
Teaching & Leadership



Hungerhill Academy Trust
Company Number: 7939747

Registered Office: Hungerhill Academy Trust, Hungerhill School, Hungerhill Lane, Edenthorpe, DONCASTER, DN3 2JY
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HUNGERHILL SCHOOL

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- I give my permission for my son/daughter to leave the school as soon as a text message has been sent to parents/carers advising that the school is closing and make their own way home.

YES

NO

- On receipt of a text message announcing the school closure, I would like to speak to a member of staff before my son/daughter leaves the school.

YES

NO

Student's Name :

Form:

Signed:
Parent/Carer

Date:

Please return this form to your child's Form Tutor by Friday 4 May 2018



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