

Dear Parent/Carer

EMERGENCY SCHOOL CLOSURE PROCEDURE

As we are soon to approach winter, we thought we would write to you to update you regarding the procedure for closing the school in any emergency, including poor weather.

To do this we need your help, and wish to share the procedure with you. Please follow the link below to complete the consent form, choosing the option that you and your son/daughter feel most comfortable with.

https://forms.office.com/Pages/ResponsePage.aspx?id=gpGINmBo_0aOcV4qHhM4ZtTuV2em0_FAtEEue3hvp3BU_RDBISUxIMzg4WEI4MkVOS0JUR1NIN0FXVC4u

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.

May I emphasise, we are not anticipating any closure but there are, inevitably, times when it is not safe to open the school. Therefore, can you please discuss this procedure with your son/daughter and consider your options carefully before completing the consent reply.

Yours sincerely



Mrs L. Pond
Headteacher