

# Parental Consent – Emergency Closure Procedure

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In very rare circumstances it may be necessary for us to close the school in an emergency. The procedure for closing the school in any emergency, including poor weather, is detailed below. If we should need to close the school in an emergency, we would need to send students home. Please complete the electronic registrations form, ticking the box that you and your child 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/carers from the school to inform 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 child 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 number 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 child and consider your options carefully before completing the consent reply.