

Parental Consent – Emergency Closure Procedure

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.

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 all contacts that receive school communications to inform them of the closure
4. Bus companies will be contacted by the school
5. Students with consent to leave without prior contact with parents/carers will be dismissed by their teacher immediately after notification to either walk home or wait for the school bus
6. Telephone calls will be made to parents/carers who have requested prior contact before their child is dismissed

Students travelling on school buses will be dismissed as soon as a text has been sent and buses have arrived. **However, if 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.

We emphasise that 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. You can change your decision if your circumstances change by contacting the school.

Please tick the consent **only** if you give permission for your child to leave the school as soon as a text message from the school has been received by parents/carers advising the school is closing and they can make their own way home.