

EMERGENCY SCHOOL CLOSURE

Thank you for your co-operation during the recent spell of inclement weather. It is never an easy decision to close the school at these times, but in adverse weather conditions we need consider the safety of all pupils and staff and to ensure that school transport can reach us and take the children home safely.

We would like to take this opportunity to remind you of the arrangements we have in place in the event of the school closing early due to adverse weather conditions, or other similar circumstances.

If we have to close early, you are responsible for the safety of your child so you must ensure your child is aware of what is expected of him/her under these circumstances and that they know where to go should they be sent home from the school early.

All children who normally use school transport will be escorted to the correct bus or taxi. All children who walk to school will be dismissed to walk home.

General Points

- In the event of an early school closure please ensure that your child can get home safely and knows where to go if you are not usually at home during the day. Please ensure that that you agree in advance with your child what they should do if they are sent home early (e.g. stay at home, go to a relative/neighbour, etc.) **write these down in their planners**. We will assume that all pupils are aware of these arrangements.
- Pupils who rely upon their parents for transportation i.e 'live in out of catchment areas' will be looked after until necessary urgent arrangements can be made for their safe collection.
- The office staff cannot telephone every pupil's parents and previously sometimes our switchboard was jammed by incoming parental calls, which meant lines were not available to us to make urgent telephone calls. If pupils have a mobile phone left at reception, they can help by telephoning to inform you.
- We ask that pupils are suitably dressed for the winter months.

During the School Day

- If the school has to close during the school day, the school closure will be posted on the local authority website (<http://www.staffordshire.gov.uk/education/schoolsandcolleges/emergencyclosures/schoolclosurelist>) We would urge you to keep a close eye on these if extreme weather is forecast.
- We will also use the text message facility via SchoolComms to parents' mobile phones. **Please ensure that we have an up-to-date mobile number for you.**
- If the bus companies advise us of deteriorating weather conditions, we will call the affected buses early and **try to notify you**.
- Pupils may use mobile phones (left at reception) in an emergency to inform you of what is happening.
- If you have brought your child into school during bad weather, it is up to you to collect them if the school has to close during the day.

Clearly, we cannot anticipate every emergency that may happen, but if we follow the above procedures and if you talk to your child about what to do in such emergencies, we feel confident that everyone will remain safe and secure.

