



Education and Community Services

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Dear Parent/Carer

As we are entering into our winter term, I thought it advisable to remind everyone of the school's emergency closure procedures.

Emergency Closures

If the school has to close at any time because of an emergency, such as severe weather, no water, electricity or heating, obviously it is not possible to notify you in advance.

Unfortunately, these things are more likely to occur during the winter months and so it is of the utmost importance, for the safety of the pupils, that everyone is fully aware of the procedures.

The safe and speedy dismissal of pupils in the event of an emergency closure depends on the school and parents working in partnership.

What should parents do?

In the first instance, you are best placed to make appropriate decisions on behalf of your own child when weather conditions are severe.

It is essential that, when there is potential for school closures due to severe weather conditions, we are in a position to communicate quickly and clearly with parents. This is just as important in relation to schools which are to remain open as it is to those which are closed.

1. Please make sure that the school has the **name, address and telephone number** of **two** emergency contacts (one may be yourself) who would be willing to collect or receive your child.
2. Make sure that your child knows the names of these people. If you have concerns about your child travelling between home and school, you should 'err on the side of caution' and keep them at home, informing the school that you are doing so due to the adverse weather.
3. You may collect your child if you feel this is appropriate but please **do avoid telephoning the school office if at all possible**. Please note: The school telephone lines must be kept open to allow us to make outgoing calls, to contact taxi firms and the homes of children who live a distance away.
4. If you are unable to collect your child yourself, please telephone your emergency contact and ask him/her to collect or expect your child to arrive.
5. Parents should make it clear to children whether they should walk home or to the other identified emergency contact when dismissed from school. Parents should also make it clear to older siblings about escorting younger brothers/sisters to their destination.

What will the school do?

1. Any sudden closure will be notified by a text message, posted on the Council website and broadcast on Radio Westsound assuming all communication channels are available.
2. We will also post details of the closure on our Twitter feed and school facebook page.
3. Where it is customary for children to walk home at the end of the school day, we will release them to walk home preferably where a parent or an identified adult is expecting their arrival. However, account will also be taken of the age of the pupil, the severity of weather conditions and the distance to be walked.
4. Provide adequate supervision by members of staff for any pupils who cannot be collected immediately.

I hope this information is useful to you. Please be assured that if a decision is taken to close the school, this is made with due consideration of all factors to hand at that point in time. The safety of all pupils and staff is paramount.

As always, if you wish to discuss this or any other matter, please contact me or your child's Student Support Teacher at your convenience.

Yours sincerely

Derek Brockett
Headteacher (Acting)