



ADVERSE WEATHER / EMERGENCY CLOSURE PROCEDURE



In the event of bad weather or an emergency during the school day and we need to close school quickly the following procedure will be followed.

ALL PUPILS

1. The school will contact parents through Groupcall email and text (the message will not come via the Xpressions app) and ask that you contact the school by either email or phone to confirm receipt.

If we do not hear from you within a given timescale, we will then begin phoning parents to ensure messages have been received and arrangements will be made with parents/guardians regarding pick-up where appropriate.

If we have no access to internet, phone calls may come from staff personal phones (numbers will be withheld - please ensure you mobiles accept incoming calls from withheld numbers).

BUS PUPILS ONLY

2. Following on from the message sent and subsequent telephone call, if you are at home your child will be dropped off as usual by the bus. Even if your child did not take the bus to school, they would still be taken home by school transport. If we are unable to contact you by telephone your child will *not* be sent home on the bus but will be kept at school until you can collect them. We will continue to work through your emergency contacts until someone has been informed of the closure and arrangements made.
3. If you are not at home, and following confirmation from yourself, your child will be sent to the address that you specify or collected by a responsible adult. This enables the bus to leave school ASAP and ensure children reach a place of safety. Alternatively, if you are able to collect them within a given timescale they will be kept at school and be ready for when you arrive.

ALL PUPILS - HOME LEARNING

In the event of school closure, online learning will be undertaken via Google Classroom. Please ensure you have downloaded the learning app onto a device at home and know your child's log in details. Please contact the school office if you require your child's log in details.

If your child requires a device in order to carry out online learning, please contact the school to arrange this.