



PROCEDURE

Emergency Closure

It is our policy to remain open if at all possible in the event of bad weather; however there are occasions when it may become necessary to close the school.

If a decision is made to close before the beginning of the school day the **local radio** will be informed and information will be available on our website. We would ask that you tune into the radio if you are unsure whether the school will be open as it causes us difficulties if the telephone line is jammed.

Should it be necessary to allow children home early we would always do our best to inform parents, **by text message**. Therefore we must have an up to date home or contact telephone number and also an alternative emergency number.

Children will never be sent home on their own. Parents or contacts will always be telephoned if the children need collecting.

As at all other times, our main concern is for the safety and wellbeing of the children.