



South Cave CE (VC) Primary School

Church Street, South Cave, Brough, East Riding of Yorkshire. HU15 2EP

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Website: www.southcaveprimary.co.uk

Headteacher: Mrs J Newby

Dear Parent/Carer

Re: Emergency School Closure Procedure

In the event of an emergency school closure during the school day (i.e. bad weather etc.) this policy and practice will be followed by the school.

Announcements will be made via BBC Radio Humberside and Viking Radio. Texts and emails will be sent out via the Parentmail system to those parents who are registered with the scheme (if you wish to register you may collect a form from the school office). Our school switchboard is also available but during busy times it may be difficult to get through therefore we will employ all the above methods to help cut down on all but essential calls to the office.

If you have recently changed any contact details please inform the office as soon as possible. Parents/carers are asked to collect their children from their classrooms at the entrances below:

Class 1,2 and 3	classroom entrance to sign for and collect.
Class 4	Year 2 cloakroom to sign for and collect.
Class 5 6 and 7	Year 3/4 entrance to sign for and collect.
Class 8,9 and 10	Year 5/6 entrance to sign for and collect.

All parents **MUST** sign for their children at the above points before collecting them.

If you wish another party to collect your child you **MUST** telephone the school office to give permission and the class teacher will then be informed.

If your child normally walks home alone from school you must contact the school to give permission for your child to do so.

NO CHILD WILL BE ALLOWED TO LEAVE UNLESS WE HAVE A SIGNATURE AND ANY APPROPRIATE PERMISSION.

Children will be looked after by staff until collected. Thank you for your help.

In the event of a school closure that we are aware of before the school day starts an announcement will be made via radio and via parentmail.

Yours sincerely

Mrs J Newby
Headteacher