

St. John of Beverley R.C. Primary School

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HEAD TEACHER:
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13 September 2018

Re: Emergency School Closure Procedure

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

In the event of an emergency school closure announcements will be made via BBC Radio Humberside and Viking Radio. Texts and e-mails will be sent out via the Teachers to Parents system. A notice will be placed on our website. 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 at the entrances below:

Foundation Stage	the playground entrance to the classroom to sign for and collect
Year 1	the playground entrance to the classroom to sign for and collect
Year 2	the rear door entrance to the classroom to sign for and collect
Year 3	the playground entrance to the classroom to sign for and collect
Year 4	the main hall to sign for and collect
Year 5	the main hall to sign for and collect
Year 6	the side entrance to the classroom to sign for and collect

In the event that we need to evacuate the school the children will be taken to the Hexagon Music Centre situated on Coltman Avenue for collection and alternative phone numbers will be made available.

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 PERMISSIONS. Children will be looked after by staff until collected.

Mrs A Nicholl, Headteacher