



St. Mary's Catholic Primary School



St. Mary's Catholic Primary School, Rowden Hill, Chippenham, Wiltshire. SN15 2TH

Tel: 01249 653469 Email: admin@st-marys-pri.wilts.sch.uk

Headteacher: Mrs Jane Howie-Begg

Emergency Closure **Guidelines for Parents 2018-2019**

Should we be forced to close the school at short notice due to power cuts, bad weather, illness, heating failure, industrial action or any other major event we will:

- Broadcast the information on BBC Wiltshire Radio (103.5 , 103.6, 104.3 and 104.9 FM) and Heart Wiltshire FM (97.2 and 102.2) and keep them informed of the situation throughout the day.
- Where possible we will put a message on our website www.st-marys-pri.wilts.sch.uk and we will also update the answerphone with the current situation. Both of these systems are totally dependant on us having a power supply.
- Endeavour to keep the school office open, with a skeleton staff
- Endeavour to have staff at the school from 8.30am to 9.00 am to update you on the situation
- Contact parents via the CallParents emailing system (therefore it is essential that this information is always correct and up-to-date) if we should need to close the school during the course of a school day. Children will not be sent home unless parents know the school is closing.

Please note: Arrangements will be made to accommodate children until they are collected.

REMEMBER – Details of the closure will be broadcast on BBC Wiltshire Radio (103.5 , 103.6, 104.3 and 104.9 FM) and Heart Wiltshire FM (97.2 and 102.2)

We would like you to:

- Ensure that if your child walks to school alone, that you know the school is open, so please check first!
- Listen to broadcasts on BBC Wiltshire Radio or Heart Wiltshire FM / consult the website where possible
- Tell any unaccompanied children who are on their way to school that they MUST report to the school where they will be cared for until their parents can be contacted. DO NOT TELL THEM TO GO HOME
- Ensure that all your contact details in the school office are up-to-date.

Thank you