

Almond Hill Junior School



EMERGENCY CLOSURE POLICY

Governor committee:	Personal Development, Behaviour and Welfare Committee	
Ratified	Full governing body	January 2017
Policy due for review:	January 2018	

ALMOND HILL JUNIOR SCHOOL GOVERNING BODY
EMERGENCY CLOSURE POLICY FOR SCHOOLS

Emergency Closure of School

Please find below our emergency plan. We hope that we never face circumstances where we have to follow this but it is important parents are aware. We are now entering the winter months and we do have procedures in case of severe weather.

The school holds regular evacuation of premises drills through the year, to ensure children and staff are able to leave the building promptly and safely. Should there be a need for the school to vacate the site, children would be walked by the staff to Letchmore Infants' School, or if this was not possible to The Barclay School. Parents would then be contacted.

In a situation where school had to be closed at short notice staff would inform parents dropping off children and take those children who had already arrived to a safe area, from where they would be walked to Letchmore Infants' (or Barclay if this was not possible.) The parents of these children would then be contacted. In such circumstances parents should only take their own child home or those they are responsible for at the time and not assume responsibility for any other child.

Children who walk to school independently should not return home alone or go with a friend if they hear of school closure. They will be met on the approach to the school gates at Weston Road end and St Nicholas Church end by staff, who will seek to escort them to a safe area and follow the procedure outlined above.

In the case of snow HCC have issued guidelines for schools. Schools will use a notification system by email and text however parents need to sign to receive these alerts. Following this link <https://member.everbridge.net/index/892807736725489> will take you to the sign up page. We will endeavour to place a notice on the school gates and/or an answer phone message on the school phone providing personnel can get to the school site.

FOR SAFETY REASONS IT IS ESSENTIAL THAT PARENTS ENSURE SCHOOL IS OPEN BEFORE LEAVING THEIR CHILD AT THE SCHOOL.

I will be speaking to children about these procedures, and I hope you will reinforce this safety message.

It is not possible to predict the exact nature of the need for school closure, as each circumstance would be different. However, I hope the procedures outlined above provide clarity regarding how we aim to respond in such circumstances.

January 2017