

# Halwin Primary School

November 2016

Dear Parent

## School Emergency Closure Procedures

We recognise that the decision to close the school in the event of an emergency (eg snow, flooding, no water or heating) significantly impacts upon you, as parents. This document outlines the agreed procedure which the school will follow.

Our priority is to ensure that all children in our care are kept safe and warm. The school will undertake a risk assessment, using common sense to decide whether it is feasible for children and staff to remain in the school; and if not, what subsequent risks could arise by sending them home. If the decision is made to close the school during school time a member of staff will remain at school until all the children have been collected. Before school hours start, the school will assess if the roads are safe for children to travel to school. If it is safe to do so, a member of staff will be at the school gate at the usual start time to inform parents, who may not have heard/received the closure notification.

Approval to close will be sought from the Chair or Vice Chair of Governors.

Cornwall Council will be notified and the authority will forward the notification to the three local radio stations (BBC Radio Cornwall, Heart FM and Pirate FM). Parents are advised to listen to updates during periods of inclement weather.

In addition to the above, the school will endeavour to send a text message to parents via Eschools. Please make sure that you inform us of any changes to your contact details ie mobile numbers and email addresses.

However when large parts of the country are affected, mobile networks are not very reliable. We strongly advise parents to listen to the local radio stations and check the county website during periods of inclement weather.

Should you need to contact the school directly, please be aware that the line may be busy or unavailable when a large number of parents are calling at the same time.

A full list of schools closed in Cornwall can be found at:  
<http://www.cornwall.gov.uk/default.aspx?page=2295>