



'Learning together, loving others, guided by God'

Heene Church of England (Aided) Primary School

Headteacher: Mrs Jo MacGovern

Emergency School Closure Guidelines

The school policy is to remain open whenever possible however there may be circumstances when we are unable to open or need to close earlier than normal. Such a decision will only be taken if it is unsafe for staff and pupils or if we cannot meet the required health and safety standards.

This document is intended to help you understand what to expect and how information will be communicated to you in such circumstances.

In circumstances such as adverse weather conditions I have to give consideration to the safety of my staff, some of whom travel a considerable distance to get to school. I will only make the decision to open the school if I have enough members of staff available to ensure the children are taught planned educational activities.

Closure Before the Start of the School Day

If the school is unable to open, a message will be sent to all parent / carer contacts via eSchools by 7.30am and a message will be posted on the home page of the school website again by 7.30am.

Closure During a School Day

If for any reason the school needs to close during a school day, a message will be sent to all parent / carer contacts via eSchools. This message will be sent on the basis that if it is not viewed via email or the eSchools app within 15 minutes it will default to a text message.

If you receive this message and would like someone else to collect your child you must telephone us to confirm the arrangements you have made. We cannot let your child go home with someone else without your permission even in an emergency.

Contact Information

To ensure that messages get to you we must have your up to date telephone and email details at all times. If you have not already done so please consider using the eSchools app. This app would enable such messages to appear as notifications on your mobile phone and there is no charge to the school for sending messages in this way. For emergency messages we can set a text message default but there is a charge for each text sent and an emergency communication goes to over 700 contacts. Information about using eSchools can be found on our website.

Mrs Jo MacGovern
Headteacher
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