

# Ribblesdale High School Emergency Closure Procedures for Parents

In exceptional circumstances school may have to close for pupils at short notice due to a number of circumstances, for example:

- problems relating to adverse weather conditions
- problems with heating or electricity
- problems due to water supply.

## **CLOSURE BEFORE THE START OF SCHOOL**

- a decision to close school will generally be made by 7.45am
- parents and staff will be notified via the school's text messaging service
- if the school has to be closed, a message will be broadcast on Radio Lancashire and Rock FM and information will be available on the school's website [www.ribblesdale.org](http://www.ribblesdale.org)
- the school telephone line will have an automated message about the closure
- school buses are likely not to be running if the closure is due to adverse weather conditions
- any pupil arriving at school, unaware of the closure, will be met by a member of staff. If they can get back home, they will be asked to go. If they need to telephone home to make emergency arrangements, this will be done.

## **SCHOOL CLOSURE DURING THE DAY**

- a decision about an early closure may have to be made by the Senior Leadership Team
- the decision of the closure will be made after consulting with bus companies and in some cases other local schools
- parents will be notified via the school's text messaging service
- pupils will be notified of the closure time
- pupils who travel on a school bus will be notified of any possible changes to their route and asked to depart on the correct school bus
- pupils who can walk home will be sent home
- pupils who are collected from school or who have special travel arrangements will be asked to telephone home to ask about emergency arrangements
- school will be kept open and staffed by an adult until the last pupil is able to leave.

## **WHAT YOU CAN DO TO HELP**

- pupils should be encouraged to work remotely from home
- speak to your family and make sure they know what to do in an emergency
- ensure your child has your emergency contact details
- arrange that your child could stay with a friend close to school if you cannot reach them at the time of the school closure
- plan what arrangements need to be put into place to collect younger children
- telephone lines become jammed very quickly, therefore, only telephone school if you really need to, assume that school is open unless you are informed otherwise.