

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 (primary and/or secondary) will generally be made by 7.45am
- parents and staff will be notified via Synergy
- if the school has to be closed, a message will be displayed on the school social media accounts including X, Instagram and Facebook. Information will also be available on the school's website 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 of the primary and/or the secondary may have to be made by the Senior Leadership Team (SLT)
- 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 Synergy, website and school social media accounts and if relevant, primary parents will be asked to collect their children
- secondary pupils will be notified of the closure time
- secondary 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
- secondary pupils who can walk home will be sent home
- secondary 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 from home using Microsoft Teams and where there is an ability to access the school network
- 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 secondary 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.