



**Ecclesfield Primary School**

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**Ecclesfield Primary School Emergency Closure Procedure**

Dear Parents and Carers

At this time of year, information regarding urgent closing (usually due to adverse weather) is sent to all parents and carers so that everyone is fully aware of the procedures.

**Ecclesfield Primary will endeavour to remain open unless:**

- The health and safety of pupils and staff are compromised.
- There are insufficient staff in attendance to manage the school safely.
- There is significant damage to premises, or failure of essential utilities.
- Adverse weather conditions dictating early closing.

If school has to close in an emergency, the following actions will be taken.

Action Taken	Description
Text Message Sent	A text message will be sent out to all parents who are currently registered on our text messaging system. The message will go out to all designated priority and secondary numbers. (Please ensure that the school has been notified if you have recently changed your number).
Collection of Children	Parents will be asked to collect children as soon as possible. Members of school staff will remain with the children until they are collected. (Please refer to the collection point information within this letter).
Media Notification	A member of SLT will inform Hallam FM and Radio Sheffield (a password is required) that school is due to close. If school is closing because of adverse weather conditions then it is highly likely that other schools will also close and parents/carers are advised to listen to either radio station for further details as the radio stations will regularly read out a list of school closures.



Collection points for pupils due to adverse weather conditions are detailed below. If there is more than one child in the family, siblings will join the youngest child.

Entry onto the school premises	Well Lane will be the only point of entry in the event that school will have to close in an emergency. During bad weather, where snow/icy conditions prevail, the caretaker has to follow an emergency procedure in terms of route clearance. As you know, this site is very large and only one route can be cleared when snow/ice weather conditions prevail. Hence the only route into school will be via Well Lane. Other normal routes will be unavailable.
Collection point F2	Please proceed up Well Lane and walk up the path on the <b>left-hand side and wait at the gate.</b> Your child and older sibling will be brought to you.
Collection Point Y1, Y2, Y3, Y4	Please proceed up Well Lane and into the <b>staff car park.</b> There will be signs directing you to the appropriate place to collect your child and sibling if appropriate.
Collection Point Y5 and Y6	Please proceed up Well Lane and walk up the path on the <b>right hand side to the Y6 playground.</b> The children will leave via the fire exit onto the Y6 playground.

### If you are unable to collect your child

Please do not panic. Staff will remain in school until all children have been safely collected. If you cannot collect your child at all and can arrange for someone else to do so on your behalf, please contact the office as parental consent is necessary.

### School Re-Opening Procedures

Once a decision has been made, a text will be sent informing parents of the re-opening day and time. This information will be repeated on our school website - [www.ecclesfieldprimary.co.uk](http://www.ecclesfieldprimary.co.uk).



Below is a list of useful websites for further information and updates.

Twitter: @SheffCouncil

[http://www.metoffice.gov.uk/weather/uk/yh/yh\\_forecast\\_warnings.html](http://www.metoffice.gov.uk/weather/uk/yh/yh_forecast_warnings.html)

Hallam FM

[www.hallamfm.co.uk/](http://www.hallamfm.co.uk/)

Radio Sheffield

<https://www.bbc.co.uk/radiosheffield>

A list of schools which are closing is read out on a reasonably regular basis on Hallam FM and Radio Sheffield. Radio Sheffield also has a webpage which lists schools closing due to adverse weather conditions. If “Radio Sheffield snow closures” is entered into google, a list of schools will appear.

Parents and carers are invited to sign up personally to Sheffield City Council weather alerts using the following link:

<https://public.govdelivery.com/accounts/UKSHEFFIELD/subscriber/new>

Yours sincerely

H Travers

