



**Ecclesfield Primary School**

High Street  
Ecclesfield  
SHEFFIELD  
S35 9UD

Tel: 0114 2467396

Fax: 0114 2570854

E-mail: enquiries@ecclesfield-pri.sheffield.sch.uk  
Executive Head J. Eagleton BSc Hons PGCE NPQH

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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 so that parents and carers know when and where further information can be found.

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 dictate early closing

If school has to close in an emergency then the following steps will be taken:-

- ✚ 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 numbers. (Please ensure the school has been notified if you have recently changed your number or if you wish to include another contact number).
- ✚ Parents who are not on this system will be telephoned by a member of the admin team who will duly inform parents that school will be closing. (Please ensure school has your current contact details).
- ✚ Parents will be asked to collect children at a certain time. Due to the current situation these will need to be staggered exit times and each year group will be allocated a time slot. The aim is to get you all home safely however this may require a little more time. For parents and carers who cannot collect children at the allocated time please do not worry. A member of school staff who live nearby will remain with the children until their collection. Please refer to the collection point information within this letter for each year group. Older siblings will be escorted out with the younger siblings.



- ✦ A member of the SLT will inform Radio Hallam 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 could listen to the above radio stations for further details as they will regularly read out a list of school closures.

<u>Collection Points</u>	
FS, Y1 and Y2 children	Hanwell Close will be used to collect the pupils in FS, Y1 and Y2. This will be at a staggered time which you will be informed of via text message (see above) e.g. F2 12.00pm, Y1 12.10pm and Y2 12.20pm. Older siblings will accompany younger siblings.
Y3 Y4 Y5 Y6 children	Well Lane will be used to collect the pupils in Y3, Y4, Y5 and Y6. This will be at a staggered time which you will be informed of via text message (see above) e.g. Y3 12.00pm, Y4 12.10pm, Y5 12.20pm and Y6 12.30pm. If a child has a sibling in F2, Y1 and Y2 they will exit via Hanwell Close.
Siblings	If you have children in multiple year groups, they will be sent home with the youngest children.

If you are unable to collect your child, please do not panic. School staff will remain with the children until all the children have been safely collected. If you cannot collect your child at all then please email the office with the name of the person who will be collecting your child/children using [enquiries@ecclesfield-pri.sheffield.sch.uk](mailto:enquiries@ecclesfield-pri.sheffield.sch.uk). Emails will be monitored all the time on an emergency closure day.

Please note that during bad weather, where snow or 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 limited routes can be safely made when snow and ice weather conditions prevail.



## School Re-Opening Procedure

A text will be sent to parents 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 to use for further information and updates.

**Twitter**  
@SheffCouncil

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

**Radio Hallam (103.4FM)**  
[www.hallamfm.co.uk/](http://www.hallamfm.co.uk/)

**Radio Sheffield (88.6FM)**  
[https://www.bbc.co.uk/sounds/play/live:bbc\\_radio\\_sheffield](https://www.bbc.co.uk/sounds/play/live:bbc_radio_sheffield)

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

J.Eagleton

