



Ecclesfield Primary School

Emergency Closure Procedures



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At this time of year, information regarding urgent closing (usually due to adverse weather) is sent to all parents so that parents/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 by a certain time. Members of school staff who live nearby will remain with the children until their collection. (Please refer to the collection point information within this letter).
- 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.

Collection Points

Collection points for pupils due to adverse weather conditions are as follows:-

Entry for all parents/carers	Well Lane will be the only point of entry in the event that school will have to close in an emergency
Reception and Y1 parents	Please come into school via the office entrance where parents will be escorted to the F2 shelter . The children will be brought to parents by F2 and Y1 staff.
Y2 parents	Please come into school via the office entrance and go upstairs to the library area . Y2 pupils will be brought to the

	library/ICT suite (next to the library) and handed over to parents/carers.
Y3 Y4 Y5 Y6 parents	Please enter school via the green fire exit of the large hall where children will be waiting to be handed over to parents/carers.
<u>Please note that younger children must be collected first.</u>	

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 on: 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/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 safely made when snow/ice weather conditions prevail. Hence the only route into school will be via **Well Lane**. Other normal routes will be unavailable.

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

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

<p>Twitter: @SheffCouncil</p> <p>http://www.metoffice.gov.uk/weather/uk/yh/yh_forecast_warnings.html</p> <p>Radio Hallam www.hallamfm.co.uk/ 103.4FM</p> <p>Radio Sheffield http://news.bbc.co.uk/local/Sheffield/hi/ 88.6FM</p>
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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