

Dear Parents

IMPORTANT- PROCEDURE IN CASE OF SCHOOL CLOSURE

The extract below is taken from Nottinghamshire County council's website:

Schools are expected to remain open in all but the most extreme circumstances as disruption to usual routines can have an adverse effect on pupils' education. The decision to close a school will usually be taken by the head teacher.

Occasionally local and central government may also recommend this course of action (e.g. in the event of a public health incident). When to take the decision to close is important; it must balance the benefits of an early decision (avoiding unnecessary journeys and providing parents / carers with enough time to arrange childcare) against the drawbacks (finding that the situation is not as bad as initially feared).

Head teachers are best able to judge the severity of the incident but should always consider safety in arriving at a decision.

Abbey Gates will only close in extreme circumstances and the table below outlines our procedure and what the school and parents need to do to prepare for this rare eventuality. The health and safety of children AND adults* is our top priority.

If a "live" risk assessment identifies the need to close these actions will be taken:

| SCHOOL | PARENTS |
|---|---|
| <ul style="list-style-type: none"> Alert parents , giving as much notice as possible, using the School Gateway service <p>(*Staff will be sent home as well as children if school needs to close)</p> | <ul style="list-style-type: none"> Sign up for the School Gateway text and email service Ensure that you have an alternative emergency contact who can collect children if you are unable to in the timeframe |
| <ul style="list-style-type: none"> Place a message on the school website | <ul style="list-style-type: none"> Check the website if there is the potential that school will close i.e. severe weather warnings have been issued |
| <ul style="list-style-type: none"> Phone/liaise with emergency services as appropriate** Phone other providers i.e. visitors, After School clubs, peripatetic teachers | <ul style="list-style-type: none"> Please try not to phone the school after the alert has been issued as we may need the phone lines – especially if the school is closed due to an emergency** |
| <ul style="list-style-type: none"> RE-OPENING SCHOOL : Alert parents using the School Gateway service and the website | <ul style="list-style-type: none"> Send your children in to school as usual |