



## Emergency Procedures for Closing School

(e.g. severe weather, heavy snow, ice, burst pipes etc)

1. If school needs to be closed unexpectedly during the day and, having consulted where appropriate with the Local Authority, parents and carers will be notified by email, text message and website.

Parents should endeavour to collect their children promptly to enable everyone to evacuate the school.

2. If, in the event of a situation where school cannot be opened in the morning due to adverse weather or boiler breakdown for example, parents will be contacted in the following ways
  - Email/text message
  - Website message
  - Local Radio-**Imagine FM** have a weather news/school closure alert.
  - Signs will be fixed to school entrances
3. If poor weather is forecast we ask you to be aware of news alerts and keep looking at the school website as the information may change at short notice.

4. **Please remember that many of our staff live in areas some way removed from the school and although the weather may not cause problems locally in the Heaton, staff may be prevented by adverse weather from reaching school.**  
**We will endeavour to open school but if we have inadequate numbers of staff you may be notified that school will not be able to open.**



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