



# Richard Lander School

## Procedure for Emergency School Closure

This protocol is intended to support parents with regard to Richard Lander School emergency school closure procedures (for example in adverse weather conditions, such as heavy snow.)

The protocol can only be effective if the school has up to date contact telephone numbers for parents. It is the responsibility of parents to ensure that the school is informed when contact telephone numbers change.

***At all points, the welfare and safety of students and staff is our key concern.***

*If adverse weather affects the school while it is in session, the following protocol will be put in place.*

The Headteacher will contact the Local Authority with regard to closure of the school. The Local Authority will communicate this to the local radio stations, as per the county protocol.

The school will arrange for the regular service buses to collect students from school at the earliest opportunity.

Students will be called to their tutor bases, under the direction of their tutors.

Students will then be advised to call their parents via their mobile phones. Once students have made this telephone connection, their tutor or other supporting member of staff will speak directly to parents.

Students who do not have a mobile phone will be directed to one of the admin bases in school, where a member of the admin team will make contact with parents via one of their office phones.

Via this phone call, parents will be requested to grant permission for their children to leave school, either by their regular service bus, public bus, by foot or under the escort of another student's parent.

*Students will not be given permission to leave the school if parents have not spoken directly to a member of staff via this telephone conversation.*

The tutor will then sign the student's planner to indicate that this permission has been granted.

Under the direction of senior staff, students will be released from their tutor bases in an orderly manner, and will leave via the Student Reception exit. They will show their signed planner to a member of staff on exit, to indicate that parental permission has been granted.

Parents who collect their children directly from school can do so from the school's main reception.

Senior staff will remain in school until all students have been granted safe passage home.

The school will issue further information about whether the school will remain closed, partly open or open fully, on a daily basis. Any announcement will be posted on the school website by 7am daily.

Parents should also tune in to local radio stations, which will be informed by the Local Authority of ongoing school closure.