



## **MOOR ROW PRIMARY SCHOOL**

### **EMERGENCY CLOSURE INFORMATION FOR PARENTS**

Moor Row Primary School may be closed for children at short notice due to a number of circumstances, for example:

- Problems with heating or electricity
- Problems due to water leaks
- Problems due to inclement weather

#### **CLOSURE BEFORE SCHOOL STARTS**

A decision to close the school will generally be made by 8.30am at the latest. It is important that as few people as possible are phoning school between 7.30am and 8.00am so that staff and taxi firms are able to provide vital information. Please wait to be contacted by the school via Studybugs. We will message as soon as a decision has been made. This will also be placed on the School Website and Facebook.

#### **CLOSURE DURING THE SCHOOL DAY**

For safety reasons we are unable to send children home on their own during the school day. A parent/carer or designated adult must collect them. In the first instance we will notify parents using Studybugs and once the majority of children have left the building we will telephone parents of those children still in school. We will only close if the situation is very severe.

If we do have to close, we will do so by the following routes:

- Parents/carers of those children who travel to school via taxi will be contacted prior to arrangements being made for collection of the children by the taxi. This is to ensure that there will be someone at home on their arrival.
- If we cannot contact you, the children will remain in school until they are collected. It is important that parents do not keep telephoning the office as this prevents us from making arrangements to send the children home.