

## Emergency procedure for closing the school

In an emergency it may be necessary to close the school during the school day.

An emergency may include no water, heavy snow fall, or to prevent the spread of virus or infection.

The most senior member of staff in the building will make the final decision as to whether school should be closed in consultation with BPET and other appropriate authorities.

In the event of the school needing to be closed, the following procedure will be followed:

Office staff will send the following wording to all primary guardians and all staff via email and text message:

*Braywick Court School has been closed due to ...*

*Please come and collect your child as soon as possible.*

*Please do not reply to this message, but do ensure that if your child will be collected by someone who is not on your approved collection list they have been given your family password.*

Children gather all belongings for home and move to the area they are collected from at the end of the school day (classroom or playground).

One member of staff stands on the classroom door to dismiss children. Adults giving the relevant password are authorised to collect – staff will have a list of passwords ready.

One member of SLT will stand on the main gate, also with a list of passwords.

Office phones remain manned at all times.

Staff will be sent home in this order:

Support staff

Teachers and Office Manager

SLT

Once most children have gone home, all remaining children are put in one room together awaiting collection.

It is likely that it will be more appropriate for staff to work from home until the school reopens.

Parents and staff will be notified by text and email of when the school will reopen at the earliest opportunity.