**Emergency procedure for closing or sending students home from school**

In an emergency it may be necessary to close the school or send a group of children home 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 or a group of children sent home in consultation with BPET and other appropriate authorities.

In the event of the school needing to be closed or children being sent home, the following procedure will be followed:

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

*Braywick Court School has been closed due to …*

*Or*

*Braywick Court School needs to send your cohort of children home.*

*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.***

* Whole school closure

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.

* Cohort sent home

Children will gather in the hall with all their belongings and wait for collection from the main hall.

Collection access will be via the side gate to the hall.

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

Further guidance regarding the next steps will then be shared.