

Our Ref: JS/JMB

Date: 27th February 2024

Dear Parent/Carer

### **Emergency School Closure Procedure**

In the unfortunate event that the Post 16 Centre has to close part way through the day, we feel it imperative to put in place a process that will allow all our students to leave the centre as quickly and safely as possible.

To do this we need your assistance and wish to share the procedure with you.

#### **Order of Procedure**

1. Emergency closure announced to staff.
2. Text message sent home to parent/carers from the centre to inform them of the closure.
3. All students with consent will be allowed to leave the centre and make their own way home using their normal method of transport.
4. Telephone calls will be made to parent/carers who have indicated their son/daughter cannot leave site immediately.

Please complete the google form using the link below to provide the consent that you and your son/daughter feel most comfortable with:-

<https://forms.gle/793EyGuSjrTVMYMA>

If you do decide you would like to speak to a member of staff first, please bear in mind that there may be a number of phone calls that have to be made to parents/carers and this will take time. We would ask that you do not try to contact the centre yourself, as that will slow the process down.

Please be aware that as individual circumstances may change at short notice and closure is very unusual, the centre will endeavour to make contact with you as soon as possible after the closure decision has been made.

If the centre has to remain closed for subsequent days, we will communicate this information to parents via; text message, local radio, Twitter and the centre website.

Can you please discuss this procedure with your son/daughter to ensure they are fully aware of the procedure and the option you have submitted on the google form.

Yours faithfully



**Mrs J Shea**

Head of Outwood Post 16 Centre