



St. Edward's
Church of England
Academy

Emergency Closure Procedure

The Vision for Education at our Academy

***Jesus says, "I have come that they may have life and have it in all its fullness."
John 10:10***

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6

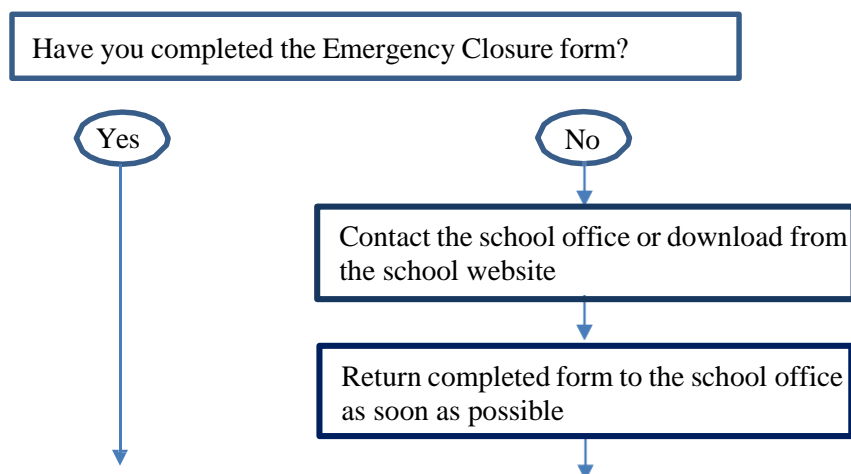


***"I no longer call you
Followers. Instead I call
you friends."***

John 15:15

***"Show proper respect to everyone"
1 Peter 2:17***

Emergency Closure Procedure



If the decision is made to close the school before the start of the school day, parents/carers will be notified by text, website Facebook and via the Staffordshire School Closures information site.

If the decision is made to close the school during the school day, parents/carers will be notified that the school will be closing at a specific time by text, website, Facebook and the Staffordshire School Closures information site.

Dependent on the option chosen by parents/carers in advance by completing an Emergency Closure Form, the information provided will be used to direct pupils to one of the following:

A 'My child will walk home to the following safe address. This can be your home address'.

Pupils whose parents/carers have opted for them to walk home from school: pupils will be allowed to leave school as soon as they have reported to their House Tutor for their Emergency Closure option to be verified.

A venue will be arranged pupils walking home with their sibling(s). After reporting to their House Tutor for their Emergency Closure option to be verified, these pupils will meet a member of staff at the designated location to register again with their sibling(s) and then they will be allowed to leave school with their sibling(s).

B 'My child will go home by bus to the following safe address. This can be your home address'.

Pupils whose parents/carers have opted for them to go home by bus: pupils travelling by bus will report to their House Tutor for their Emergency Closure option to be verified and then sent to the gym to register again with their bus route. Once all pupils are assembled in the gym and the buses have arrived, pupils will be escorted to the bus park by a member of staff. A text will be sent to parents/carers of pupils travelling home by bus to confirm when the buses have left school.

C 'My child is not to leave school until I collect him/her from school'.

Pupils whose parents/carers have opted for them to stay in school until collected: pupils staying in school will report to their House Tutor for their Emergency Closure option to be verified and then sent to the hall where they will wait with members of staff until collected.

All parents/carers must report to a member of staff at the front entrance by the school office so that their child may be collected from the hall and handed over to **designated parents/carers only. We are unable to allow pupils to travel with other adults without specific signed permission.**

Please note:

- We will send a pre-warning text if the weather is bad to say that we are monitoring the weather situation.
- We will regularly post on Facebook and the school website to keep parents/carers informed of the current situation.

In order to make the Emergency Closure process as efficient as possible, we request that parents/carers:

- Ensure that the information provided on the Emergency Closure form is accurate and up-to-date. **On the day of an Emergency Closure, we will not be able to deviate from the information we hold in school.** The Emergency Closure form is available on the school website (go to 'Parents and Carers' then 'Emergency School Closure') or from the school office.
- Read this Emergency Closure Procedure along with their child/children to ensure that pupils know what they should do in the event of an Emergency Closure.
- Inform the school office **in writing via the school contact form on the website asap** of any changes related to Emergency Closure as it is extremely difficult to make changes during an Emergency Closure operation. All changes need to be updated on our records in our SIMs computer system and in our Emergency Closure system and then communicated to members of staff. This includes changes to bus route.

