



# CHARLTON SCHOOL

*Building Knowledge. Developing Character. Inspiring Futures.*

**Principal: Mr A McNaughton**



MCA/SMH

November 2021

Dear Parent/Carer,

## **Emergency School Closure: Procedure for Parents**

Although emergency closure is extremely rare, we are required to have effective plans in place to support all children and families. In situations such as adverse weather, it would always be the intention of the school to stay open, the decision to close the school is never taken lightly under any circumstances.

However, in the very rare event that we are left with no option but to close early, your child's welfare is of the utmost importance to us. Their safety whilst on the school site can be managed by staff, but we also aim to ensure their continued safety as they make their way home. With this in mind, we are asking for confirmation if you give your permission for your child to make their own way home if the school closes early, or if you would like us to keep your child in school until the end of the school day (3.00pm) or until you are able to collect them.

To help us update our records, we are asking you to return very clear instructions (as detailed below) about your child and their journey home, *the default setting for all children will be that you give permission for them to make their own way home unless the reply slip below is returned outlining one of the alternative options.* Letters need to be returned by Friday 26<sup>th</sup> November, and handed in to Student Services Office (ground floor, opposite reception).

*For those children who use the bus service, we would respond to feedback that this service provides which may involve an earlier journey home, we would communicate any updates at the earliest opportunity for those families identified.*

Please can we remind parents and careers to listen to local radio stations, check their mobile phones and emails for updates on emergency school closure.

If you require a paper copy of this letter, please ask your child to collect one from reception.

Mr A McNaughton

---

### Emergency School Closure (November 2021)

Student Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

***This reply slip should only be returned if you do not wish for your child to make their own way home as a result of early school closure under the emergency closure procedure. Return to Student Services Office.***

My child should remain in school until 3:00pm and be allowed to leave at that time.

My child should remain in school until collected by a named responsible adult (*please note that if this is an adult who is not named on the school's database then your child will not be released until the school has made contact with you to confirm your child is ok to leave*).

Signed (Parent/Carer) \_\_\_\_\_ (*Please return this slip to Student Services*)