

Emergency School Closure Information

In the event of an emergency closure during the school day, **Crowan Primary School** staff will endeavour to ensure that all of the children are kept as warm and safe as possible until suitable arrangements can be made for them to leave the premises. The Headteacher/Assistant Headteacher will undertake a risk assessment to determine the best response to local conditions, seeking advice from the Cornwall Capital Strategy Team (for example, information about weather and road conditions), liaising with the Chair of Governors, and informing all parents/carers (if practicably possible) by the **local radio/Twitter/school website/ Class Dojo** of any need to close the school before the normal end to the day.

Any decision to send children home early will be dictated by safety considerations.

The Headteacher/Assistant Headteacher must be content that there is no unreasonable risk in doing so otherwise the children must remain in a place of safety. Parents/carers should, therefore, have confidence that their children are being looked after in the event of such an emergency.

It may not be possible to check on the day what arrangements you would be happy with for the care of your child, so the Local Authority have asked that schools request this information from you in advance.

**Please tick/complete details as appropriate.*

- **I request that in an emergency my child should remain at school (if possible) until collected by myself or a member of his/her immediate family.**
- **I request that in an emergency my child be allowed to go to a friend's house -**

Friends' name -

Class -

Responsible adult -

Phone number -

Address -

- **I request that in an emergency my child be allowed to go to a neighbour's house -**

Responsible adult -

Phone number -

Address -

CHILD'S NAME -

CLASS -

SIGNED (PARENT/CARER) -

DATE -