

Guidance for Parents/Carers **School Emergency Closure Procedure**

Advance warning of event likely to necessitate a school closure

Once advance warning is received, a message will be displayed on the school website indicating the school is currently open, advising parents/carers to regularly check the school website for updates. Decisions will be taken daily and posted on the school website by 7.00am.

Closing before the start of the school day

Please check the school website - a message will be displayed from 7.00am indicating whether the school is open, part-open or closed.

A text will be sent to all parents regarding the closure. The school's Twitter account will be updated (@belperschool) and closure information will be displayed on the DCC website (www.derbyshire.gov.uk).

If the school is closed, external examinations will still take place. Students should make every effort to come to school and take their exams. Access into the school will be through the Caretakers Office. Students will be asked to sign in and go straight to the Exam Office to be told where the exam will take place. Students will need to bring exam equipment and their ID card as normal and will be expected to stay in school for the full length of the exam. Exam enquiries on school closure days can be made by calling 01773 825281 ext 251.

Towards the end of the school day, a further message will be posted on the school website regarding the following day. This will indicate either that school will be open, part-open, closed or that a decision will be taken early the following day with a further message being displayed from 7.00am.

Closing during the school day

Students will be kept in school until contact is made with their parent/carer and permission given for them to come home*. Your son/daughter may call you on their mobile phone or school phone and ask you to speak to their tutor/member of teaching staff/member of the School Office to confirm your permission for them to leave. For students travelling home by school bus, you may allow them to walk home (if safe/practical), make alternative arrangements for collection, or allow them to wait until the bus arrives if they are still operating.

Students will not be permitted to leave the school site unless we have received verbal permission from a parent/carer.

Note: Any students taking external examinations will need to stay in school and take their examinations if it is safe for them to do so as students will not normally be allowed to take the examination on another day and will be marked as absent if they do not turn up.

*Sixth form students will be permitted to leave as soon as the decision has been taken to close the school.

Important: Students should be made aware that if they are experiencing difficulties getting home once they have left school, or their lift/bus does not arrive, they should return to Student/Visitor reception as soon as possible.