






## EMERGENCY CLOSURE PLAN INFORMATION FOR PARENTS AND CARERS

This information has been set out to ensure that parents and carers are aware of our procedure following an emergency school closure. It is important that we have a plan in place to ensure the safety of all children and staff in case of emergency. An emergency closure can occur due to very poor weather or for other reasons out-with the school's control.

*It is important to note that there is a 'clear presumption at national and local government level that schools and services open wherever practical, in order to minimise the impact on education provision and the associated community impact if schools close.'*  
(South Lanarkshire Procedure/Adverse Weather Preparations)

### How will the school communicate an early school closure with parents?

Should the Head Teacher take the decision to close the school for any reason, approval must be sought from South Lanarkshire Council. There have been occasions when a decision has been taken by South Lanarkshire Council to close all establishments. Should this occur, we would request that you do not attend the school or telephone until the closure has been confirmed by Calderwood Primary. We will communicate the emergency closure in as many ways as possible, as outlined below:

	<p style="text-align: center;"><b>The School App:</b></p> <p>This will be the main method of communication as we can deliver messages to all users very quickly. If you need information about how to install the App, please see the reverse of this sheet or phone the office for more information.</p>
	<p style="text-align: center;"><b>Twitter:</b></p> <p style="text-align: center;">A message will be put on our school Twitter feed <b>@calderwoodslc</b> .</p>
	<p style="text-align: center;"><b>Text Message (to main contact only):</b></p> <p>Please note, this can be unreliable as messages can take a long time to arrive if the system is very busy (i.e. if a number of schools are trying to send messages at the same time).</p>
	<p style="text-align: center;"><b>The Calderwood Primary School Website</b></p> <p style="text-align: center;"><a href="http://www.calderwood-pri.s-lanark.sch.uk/">http://www.calderwood-pri.s-lanark.sch.uk/</a></p>
	<p style="text-align: center;"><b>The Calderwood Parent Council Facebook Page</b></p> <p>This relies on a member of the Parent Council communications team and may not be updated as quickly as the App, Twitter and school website.</p>

**Please remember that in all instances it is extremely important that all parents and carers keep contact numbers and emergency contacts up-to-date.**

Please be aware that when you arrive at school, it could be very busy and your patience is requested. Please try to park safely and sensibly.

- ✓ Please enter the school using one of two entrances; the main entrance or the canteen entrance. The other doors will not be accessible.
- ✓ A child can only be collected by their parents or the agreed emergency contacts which you provided on the most recent Data Check in August.
- ✓ If you, or the named emergency contact, are picking up your own child, you should proceed straight to your child's class. One of the senior management team will be available at the doors in case you are not sure of where to go. At the classroom, the teacher will ask you to sign your child out of school. Please leave from either the canteen door or the main entrance door. Please do not use any other exits.
- ✓ If you think you may need another parent or neighbour (who is not on your Annual Data Check) to pick up your child during an emergency closure, you will be required to call the school office to inform us. Please be patient as there are only two telephone lines available into the school. You must **NOT** pick up anyone else's child unless the school has been notified. The adult collecting your child must report to the Head Teacher in the foyer. They will be directed from there. If the school has not been informed directly that you have given permission for another adult to pick up your child, we will be unable to release him/her. This is to avoid any confusion and to ensure the safety of your child.
- ✓ Once a large number of children have been picked up, we will move classes to the hall to be collected. Parents will be advised of this when they enter the school. An allocated member of staff will be responsible for each class/stage. All other procedures remain as above.

THANK YOU IN ANTICIPATION OF YOUR FULL SUPPORT  
Mrs Jen Innes, Head Teacher