

Emergency Closure Protocol for Parents/Carers

The Academy is open unless one or more of the following announcements are made

Parent Text Messaging Service

We issue messages via text message to inform parents/carers of site closure. Please ensure that we hold up-to-date mobile numbers for you.

Academy Website

A notice will be placed on the Academy website if there a site closure.

Academy Telephone

A message will be left on the Academy answerphone

Radio Stations

Local radio stations will be notified and closure information will be displayed on their website

Please ignore anything you read on social networking sites such as Facebook and Twitter. You should presume the Academy is open if there are no announcements via the above methods.

December 2017

Dear Parent/Carer

Emergency School Closure Procedure

In the unfortunate event that the academy has to close part way through the day (such as a snow day), we feel it imperative to put in place a process that will allow all our students to leave the academy as quickly and safely as possible.

To do this we need your help, and wish to share the procedure with you. Please sign the consent form on the reverse of this letter, ticking the box that you and your son/daughter feel most comfortable with.

Order of Procedure

1. Emergency closure announced to staff.
2. All students and staff return to their VMG room.
3. Text message sent home to parents/carers from the academy to inform them of the closure.
4. Bus companies contacted by the academy.
5. Students with consent to walk home will be dismissed from the academy immediately by their tutor.
6. Students with consent to leave, and that travel on an academy bus will leave as soon as the buses have arrived.
7. Telephone calls will be made to parents who have requested prior contact.

Students travelling on academy buses will be dismissed as soon as a text has been sent and buses have arrived. **However, if you tick the box stating that you need to be contacted before they can leave, you will need to make your own arrangements to collect your son/daughter from the academy as we cannot hold the buses.**

If you decide you would like to speak to a member of staff first, please bear in mind, that there may be a considerable amount of phone calls that have to be made to parents and this will take some time. We would ask that you do not try and contact the academy yourself as that will slow the process down. Messages cannot be given to students.

If the academy has to remain closed for subsequent days we will communicate this information to parents via; text message, Trax FM, Hallam FM, Twitter and the academy website.

Please discuss this procedure with your son/daughter and consider your options carefully before returning the reply slip. **Please ask your son/daughter to return the reply slip to their VMG tutor as soon as possible**

Yours faithfully



R Brooke
Principal

Don Valley Academy

Emergency School Closure Procedure

- I give permission for my son/daughter to leave the academy as soon as a text message has been sent to parents advising that the academy is closing.
- I would like to speak to a member of staff before my son/daughter is given permission to leave the academy following receipt of a text message announcing school closure. I understand that if my son/daughter travels on an academy bus that I will need to make necessary arrangements to collect them from the academy.

Student's name

VMG:

Signed (Parent/Carer)

Date:

Telephone Contact Number of Parent/Carer:
