



## ALBAN CHURCH OF ENGLAND MIDDLE SCHOOL

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HEADTEACHER: Lorraine Dougall M.A

DEPUTY HEADTEACHER: Chris Chipperton B.A.(Ed)

October 2007

Dear Parents / Carers

### **Policy for Emergency Closure** **Alban Church of England Middle School**

On rare occasions we do have to make a decision to close Alban because of inclement weather, flooding or other similar emergencies. This is a decision not taken lightly and one in which the most important factor is the health and safety of children and staff. Therefore, in the event the school does need to close, we will act on the following guidelines:

- ❖ The decision to close Alban will be taken by the Headteacher. If the Headteacher is not available to take this decision, the Deputy Headteacher or the most senior teacher will deputise.
- ❖ The local radio (Chiltern FM and Three Counties) will be contacted to put out an announcement that Alban will be closed.
- ❖ A notice will be put at the school entrance and on the school web site ([www.albanmiddleschool.co.uk](http://www.albanmiddleschool.co.uk)) as early as possible in the morning to state that:-

**THE SCHOOL WILL BE CLOSING FORTHWITH. THE SCHOOL WILL BE OPEN AT 8.45AM TOMORROW OR MONDAY AS USUAL, UNLESS THERE IS AN ANNOUNCEMENT ON THE LOCAL RADIO.**

**If the situation occurs during the school day:-**

- ❖ Local Radio to be contacted to put out an announcement that:-

**'BECAUSE OF INCLEMENT WEATHER/FLOODING, PARENTS ARE REQUESTED TO COLLECT CHILDREN FROM ALBAN AS SOON AS POSSIBLE.'**

- ❖ **Children not collected will stay under our supervision until they can be collected.**
- ❖ It may be necessary to cancel events that take place at Alban in the evening such as parents' consultations. Should this prove necessary we will endeavour to inform the children before they leave the school. A notice will also be posted on the Alban website and at the entrance to the School.

Yours sincerely

Mrs L Dougall  
Headteacher

**PLEASE RETAIN FOR REFERENCE**