



King Edward VII School

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Dear Parent or Guardian

Emergency Closure - Extreme Weather Conditions or Equipment Failures

We have now reached the time of year when we alert you to the steps we take if we are forced to close the School in an emergency. I should stress at the outset that this is something we only do with great reluctance but our over-riding concern is the Health and Safety of our students and sometimes such action is unavoidable.

Snow – During School Hours

If, during the day while students are already in School there is a heavy snowfall and it becomes clear that getting home at the normal time may be difficult or dangerous, we may decide to close early.

If this happens, the following instructions are given to students before they are allowed to leave the premises:

- If they know for sure that they have a safe destination with someone to look after them (such as their own home or a relative's, neighbour's or friend's home) and provided they are sure they can reach this destination, they may leave when asked to do so.
- If they are uncertain whether there is someone at home, they need to check before departure. To do this they should telephone to make sure of their arrangements. The School will make its telephones available free of charge but obviously this may delay departure. Students should only leave once they are certain of their arrangements.
- If they cannot make arrangements and therefore are not sure what to do and where to go, they must remain in School in the care of the staff until suitable arrangements have been made.

Snow – Overnight

In the event of heavy snow overnight we would ask parents to use their discretion in deciding if it is safe for their child to set off for School. Emergency closures happen perhaps once or twice a year. The School will inform you of closures as soon as the decision is made to close the School, by various means: the School website (www.kes.sheffield.sch.uk) and via the Groupcall Communication System which sends messages to parents by text and/or email. Please note that this system will be used to contact all parents who have a mobile phone number and/or email address contained within our systems, regardless of whether you have completed and returned the recent slip. If you do not wish to be contacted via this method please let the School know immediately, in writing.

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Once students have been sent home, they should listen to BBC Radio Sheffield or Radio Hallam for further instructions. We will tell the radio stations about our plans for the following day. We will text/email updates via Groupcall to parents/carers and updates will also be posted on the School website (normally by 7.30am). If you have not already done so, and want to ensure that we have your current, up to date contact details to be used for the Groupcall method of messaging, please complete and return the slip at the bottom of this letter, to the School office as soon as possible.

Work for students to do while at home can be accessed using the **SNOW DAY** button on the Student Page on the MLE - kesmle.co.uk. Please note, only students of KES can access the MLE. They can log in using their computer network username and password - the same details they use on computers in School. Once signed into the MLE, students can access other resources such as their email and Show My Homework. The easiest way to access the MLE is by the link on the School website. Post 16 students should check their email to see if work has been sent to them.

Breakdown of Equipment

If, as happens very occasionally, we suffer a complete breakdown of equipment, depriving the School of its basic services, such as electricity or water, we may be forced to send students home for their own safety. The same procedure will be followed as for a snow closure.

We will not release students to go home unless we are sure that they have a safe and accessible destination. Obviously, we do depend on students acting responsibly in such situations and giving accurate and honest answers to our enquiries. We would be most grateful if this message could be reinforced at home.

We assume that these arrangements are clear and acceptable to you. They only apply in exceptional circumstances. I would be grateful if you could let me know in writing if these plans present you with a problem and if there would be a different course of action you would wish us to take in relation to your own son or daughter.

Yours sincerely



Linda Gooden
Headteacher

Please give details in the space provided below of your **main contact to be used for the Groupcall Communication System, unless you have already provided this information.**

Student (please give student's full name)

Full Parent/Guardian Name

Parent's Mobile Number Home Number (Landline)

Parent's Email address