

Kingston St Mary Church of England Primary School

Greenway, Kingston St Mary, Taunton, Somerset, TA2 8JH

Headteacher: Miss Kim Greenslade

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Emergency Procedures –

School Closure due to Extreme Weather or other unusual Incidents

I thought it would be useful to clarify the procedure regarding the closure of the school for unusual incidents or extreme bad weather, just in case the situation arises over the coming months. Every effort will be made to keep the school open, except when to do so would endanger pupils and staff.

It must be remembered that no members of teaching staff live within walking distance and staff/pupil ratios will be taken into account when making any decisions.

In the event of a decision being taken to close the school, notices will be posted in the reception area of the school.

Arrangements have been made to use the services of local radio stations such as Heart FM and BBC Somerset, to broadcast emergency information relating to schools. This has proved to be an extremely useful method of disseminating up-to-date information.

Following the decision to close the school, a message will be sent to the class reps for them to share in the WhatsApp groups. If you aren't in the group please contact one of the following who have kindly agreed to act as contact points with regard to school closure.

Please do not ring these people before 08.10 a.m.

Sarah Hancock	01823 451838
Linda Bewes	07973 919030
Gemma Routley	07932 360260
Kay Davies	07804 827393

You may also check our school website for closure information: www.ksmprimary.com

Or check our twitter page for an update which you can view without being logged in at:
<http://twitter.com/KingstonStMary>

If Dinky Meals (who provide our hot school lunches) is closed but our school isn't, parents will need to provide a packed lunch for their child. We will aim to follow the same procedure to let parents know.

Decision Taken To Close The School During The School Day

This is extremely unlikely, but it is important that your child knows what arrangements you have made for him or her to be looked after in the event of sudden change in the weather or any other emergency requiring early school closure. We will of course fully supervise all children until staff have ensured that safe arrangements have been made. We will once again be using the texting service to notify parents of closures during the school day. Please make sure that we have your most up to date mobile number at all times. Please see the information below regarding this service. I hope this covers the key issues. Please do not hesitate to contact the school if you have any questions or concerns you would like to raise.

The school has a duty of care to all of their pupils, and this care comes into being everyday at the start of the school day and whilst the pupil is on school premises. In order to assist with this duty this school has made the decision to use a text messaging service to communicate more easily on a number of subjects involving their children, such as first day absence, Emergency Closure, Reminders of Holidays and Events. To inform parents or designated carers of important issues the Text Messaging Service will send a standard text message to the designated mobile phone number. Apart from the contact telephone number and the pupil's name, no other personal data will be retained by the Texting Company. If you require any further information please contact the school.