



EMERGENCY SCHOOL CLOSURE

A school is only ever closed in an emergency – usually linked to Health and Safety e.g. insufficient staff able to get to school to operate safely, no heating, no water, no school lunch provision.

Periodically we update the following information.

PLEASE KEEP THIS INFORMATION FOR REFERENCE

Closure of School in an Emergency

In the event of the need for an emergency school closure, the following is the procedure:

- The Surrey and Holy Trinity school websites will be updated.
- The school closure will be broadcast on:
 - BBC Southern Counties Radio 104.6 FM
 - The Eagle Surrey 96.4 FM
- Visible information will be at the school site, via the Caretaker and any staff able to get in.
- An e-mail will be sent to parents via ParentMail.
- The school telephone will be manned to give details or a message will be added to the school answerphone.
- We will aim to use X and HTSA social media to keep parents updated.
- Staff will endeavour to put class work on SeeSaw learning platform as soon as is possible but there are always useful links on our school website:
<https://www.holytrinity-primary.org.uk/page/?title=Remote+Learning&pid=24>
- Information about re-opening will be published on our school website, X and via Parentmail.

We hope there will be no need for an emergency closure, but it is as well to inform you of the procedure.

We will always look to inform parents as soon as we can make a firm decision – unfortunately with snow this may not be until first thing in the morning. We will aim to reopen as soon as possible.