

EMERGENCY INFORMATION FROM PARENTS

When an emergency occurs, it may be necessary to contact you as parents/carers. To enable contact, parents are asked to complete an emergency information form with details of:-

- (a) Home telephone number
- (b) Alternative telephone number
- (c) Full postal address
- (d) Brief notes of any medical information, which may be useful.
- (e) Dietary requirements

These emergency information forms are reviewed annually in order to update the information. Please inform the school **immediately** of any changes in the interim period.

The increasing popularity of mobile phones means we are finding that some parents no longer have a "land line". This causes problems when it comes to emergencies such as closing the school after/during a heavy snowfall. Recently during such an incident, the mobile network could not cope with the volume of calls and we were unable to contact all adults to collect children. To help avoid this problem in the future, **please ensure that we have at least one "land line" number to contact a responsible adult, eg. grandparents, aunts, friends who live locally. You must make all parties aware, of any alternative emergency arrangements you have made if you are unable to collect your child in person in the event of a school closure.**

During winter months, every effort is taken to ensure the school remains open. However, if it is decided by the Headteacher and Chair of Governors that prevailing or impending conditions make opening the school too dangerous the L.E.A., is informed immediately. The regularly updated list of school closures is published on their website and details are passed to their press office for notification to other media sources.

Our text messaging service is also a means of communicating information to parents, such as emergency school closures, cancellation of events or clubs and general reminders. The text messages are sent to the mobile number held as the first contact for your child.