

### Coit School Procedure for Closure

#### **Coit Primary will endeavour to remain open unless**

- The health & safety of pupils and staff are compromised
- There are insufficient staff in attendance to manage the school safely
- There is significant damage to premises, or failure of essential utilities

### School Closure Procedure

#### **If school does have to be closed then the following steps will be taken:-**

1. A text message will be sent to all parents who are currently registered on our text messaging system. The message will go out to all priority numbers. **(Please ensure the school has been notified if you have recently changed your number or if you wish to include another contact number).** The website will be updated with information.
2. School will alert Radio Sheffield and Radio Hallam to closures.
3. Parents who are not on this system will be telephoned by a member of staff who will duly inform parents that school will be closing. **(Please ensure school has your current contact details.)**
4. Parents will be asked to collect children by a certain time. Members of school staff who live nearby will remain with the children until their collection.
5. Our school alert system will inform Radio Hallam and Radio Sheffield that school is due to close. If school is closing because of adverse weather conditions then it is highly likely that other schools will also close and parents/carers could listen to the above radio stations for further details as they will regularly read out a list of schools due to close.

### School Re-opening Procedure

1. A text will be sent to parents informing parents of the re-opening day and time.
2. The website will be used to provide updates
3. The school alert system which Coit is signed up to will alert Radio Sheffield/Radio Hallam about reopening days and times.
4. Below is a list of useful websites to use for further information and updates.

<http://www.coitprimary.co.uk>

[http://www.metoffice.gov.uk/weather/uk/yh/yh\\_forecast\\_warnings.html](http://www.metoffice.gov.uk/weather/uk/yh/yh_forecast_warnings.html)

Radio Hallam [www.hallamfm.co.uk/](http://www.hallamfm.co.uk/) 103.4FM

Radio Sheffield <http://news.bbc.co.uk/local/sheffield/hi/> 88.6FM

Thanks  
J.Eagleton

