

**The Marches School**  
part of the Marches Academy Trust  
Morda Road, Oswestry  
Shropshire SY11 2AR

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**Headteacher:** Sarah Longville BA, MA, NPQH



January 2018

Our Ref: AP/jw

January 2018

Dear Parent/Carer

### **Procedure in the event of an Emergency Closure of the School**

We are required by the Education Authority to update our procedures regularly for what should happen in the event of the school having to close due to adverse weather conditions or any other emergency.

Please be assured that we will endeavor to open and remain open wherever possible but I do have to be mindful of Health & Safety both on site and more importantly on the journey to and from school. We do take clear advice and guidance from our transport companies relating to the safety of travel and the Local Authority also issue guidance to all schools.

A decision to close the school rests with the Headteacher in consultation with the Chair of Governors, following appropriate risk assessments and advice from various agencies. The Local Authority is notified immediately of any intended closure.

Once a decision has been made, the following steps will be taken to notify parents/carers.

#### **Local Radio**

The following local radio stations have agreed to broadcast details of school closures, and you are advised to stay tuned for announcements and updates:

#### **BBC Radio Shropshire**

Closure decisions will be communicated immediately to BBC Radio Shropshire who in turn will inform the other local radio stations including Heart FM in Wrexham. Information regarding closures will begin to be broadcast at 8:00am.

#### **E-Mail Communication**

Additionally, we will send an e-mail to all parents/carers who have registered an email with us to inform them if the School is closed by **7:30am**.

#### **SMS Text Message**

For all parents who have supplied the School with a mobile phone number we will send an SMS text message informing them of any closure by **7:30am**.

#### **School Website**

Information will also be updated and available on the school website from **7:30am** please log on to [www.marchesschool.co.uk](http://www.marchesschool.co.uk)



## The Marches School Reception

The phone system will be updated with information about any closure please ring 01691 664400 and listen to the phone prompts. If a closure is needed during the school day, it is helpful for parents/carers not to ring the school directly as this prevents lines being used to ring out and diverts staff from dealing with an often dynamic situation.

### Extreme Circumstances

If a significant deterioration in weather takes place during the school day, consideration would need to be given on how best to ensure the safe journey of students home. The school would negotiate with bus contractors to see whether alteration to the scheduled service would be possible.

However, in an effort to make sure that both students and staff make it home safely, we would ensure a small number of staff make themselves available to supervise students who remain on site. **In these circumstances we ask that Parents/Carers collect their children by 3.30pm at the very latest, to enable the school to close, as no additional travel arrangements can be made.**

There is no need for parents/carers whose child normally travels by service buses to come to collect students, unless we have contacted you directly.

If it is not possible for the school to remain open to staff and students until 3.30pm we will endeavour to contact all parents/carers with information. Up to date information will be posted on the School Website and via Parent Mail and MILK.

If you would like to update or add your email or mobile phone numbers to our system, please contact [admin@marchesschool.net](mailto:admin@marchesschool.net)

We very much hope that it will prove unnecessary for these contingency plans to be put into operation, but should the need arise, we would wish to reassure parents/carers that all steps will be taken to safeguard the safety of students.

Yours faithfully,

Mrs Pearson  
Associate Headteacher