

November 2022

### Coit School Emergency Closure Procedure

At this time of year, information regarding urgent closing (usually due to adverse weather conditions) is sent to all parents so that parents/carers know when and where further information can be found.

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
- Adverse weather conditions dictate early closing

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#### If school has to close then the following steps will be taken:

- A text message will be sent to all parents. The message will go out to all designated 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).
- 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.
- A member of the SLT will inform **Radio Hallam and Radio Sheffield** (a password is required) 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 school closures.

#### School Re-opening Procedure

- A text will be sent to parents informing parents of the re-opening day and time.
- This information will be repeated on our school website - [www.coitprimary.co.uk](http://www.coitprimary.co.uk)

Below is a list of useful websites to use for further information and updates.

<http://twitter.com/SCCPressOffice>

[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

A list of schools which are closing is read out on a reasonably regular basis on **Radio Hallam and Radio Sheffield**. Radio Sheffield also has a webpage which lists schools closing because of adverse weather conditions. If "Radio Sheffield snow closures" is entered into google, a list of schools will appear.

Thank you,  
G. Rodrigo