



Anthony Curton and Tilney All Saints Closure Procedure for Parents

In the event that school needs to close for any reason, these are the procedures that will be followed:

- Head Teacher makes the decision to close the school.
- Office staff will send an e-mail and notification My Child At School to parents ASAP to make them aware.
- The information contained within the email, text and notification to parents will not have details about why the closure is happening, simply that the school will not be open.
- Head Teacher will write further communication to parents explaining the reasons for the school closure with expected timeline included.
- Office staff will contact parents of children in Breakfast Club/After School Club to cancel bookings.
- Office staff will amend any hot dinner bookings on the My Child At School app so that parents aren't charged for dinner during school closure.
- Office staff will amend any club bookings on the My Child At School app so that parents aren't charged for clubs during school closure.
- If your child comes to school by taxi, it is the parents' responsibility to cancel the taxi directly via the taxi company.
- If the school closure happens during the school day, the above procedures will remain in place with the exception of the children who arrive by taxi. In this circumstance, school will contact the taxi company and will ask them to pick the children up as soon as possible to return them home.

