

# QE EMERGENCY CLOSURE PROCEDURES

## HEAVY SNOWFALL/FLOODING DURING THE NIGHT

The Headteacher will decide whether or not to close school for the day by 7.30am. Such decisions will be posted on the school website [www.qe.devon.sch.uk](http://www.qe.devon.sch.uk) and announced on local radio stations from 7.30 am that morning. To support this procedure, a MCAS (My Child At School) message will also be sent to parents/carers and staff as soon as the decision has been made.

## SNOW/FLOODING DURING THE SCHOOL DAY AND EMERGENCY CLOSURES

In the event of heavy snow/rainfall, or an emergency during the school day, we may make the decision to close early and it may not be possible for buses to run. Please can you ensure your child has an "emergency travel plan" if school closes during the school day and they know what they should do and where they should go if buses are unable to run and take them home. This may need to include access to a friend or relative's house.

As with any emergency closure, if any student has problems getting home, staff remain on-site and no student is left unsupervised in school, with areas set aside to make them as comfortable as possible until they can get home. If you do NOT wish your child to leave school on their own in the event of an emergency closure, please ensure that you have notified us, so that we can place a note on their file.

MCAS messages will be sent out to notify you of the closure and both our social media and website will be kept up to date with all developments.

## My Child At School (MCAS)

To support communication to parents, we use MCAS to contact and inform parents and carers of any emergency or school closure.

We will send either emails or texts to inform you of any closures. Please make sure that you let us know of any changes to your contact details.

**Do we have your up to date contact details? If you need to amend or update your contact details then please**

**email [reception@qe.devon.sch.co.uk](mailto:reception@qe.devon.sch.co.uk)**