

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Emergency Procedure for Early Closure

1. The Office has details of parents' emergency procedure returns. These have also been collated on [SIMS](#).
2. An email will be sent to all teaching staff and supplemented by a visit from support staff and SLT (Main building [FHR](#); Languages [ELE](#); [Room 20 corridor and Science](#), [JCR](#); Sixth Form areas and Drama MPA). Students will be instructed to return to form rooms with tutors. Staff without forms to be on hand as required by [Mrs Ledwidge](#).
3. Form Tutors will dismiss those students whose parents have given permission for their daughters to leave without telephone confirmation. [Year Leaders to distribute record sheets - CMA/RCA to supply](#). Form Tutors are required to tick record sheet to indicate the time when the student leaves (column entitled "Action taken on early closure day"). Please check if they are going anywhere other than straight home and keep a brief note (in case parents contact us later).

Deleted: form lists for each Form Tutor to use. Please remember that register folders must be left in the main office for reference.

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For those students who do not have permission to leave without telephone confirmation:

4. Students with mobile telephones, will be allowed to use them to confirm what their parents wish them to do. Form Tutors should also speak to parents to confirm the arrangements. Please note that Year 7 and Year 8 tutors will need the most support to action this from staff without forms. Any students without a mobile phone may go to the Front Office or their Year Leader Office to call home. A record should be kept of all telephone confirmations.
5. Mrs Dale and Mrs [Denihan](#) (Main Office) will receive calls and liaise with buses, and will pass information onto [Mrs Ledwidge](#). Dr Palmer and Mrs [Cross](#) will liaise with buses and coaches outside.
6. After the Sixth Form have been dismissed, Sixth Form Tutors should report to [Miss Harrison](#), to be directed to assist with junior forms.
7. Once the majority of Students have been dismissed, [Mrs Ledwidge](#) will direct remaining students to Room 6.
8. The Senior Leadership Team will update staff of any further information and/or change in the procedures as the need arises, using email if operational. A decision will be made on staff departure time once the safe departure of the students has been ensured.
9. Completed Form Lists with details of pupils leaving times should be returned to the Front Office.

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PROCEDURE FOR SCHOOL CLOSURE AS A RESULT OF SEVERE WEATHER CONDITIONS OR EMERGENCY (To be Issued to parents when relevant)

SCHOOL CLOSURE:

We would like to clarify arrangements for parents and students should the school have to close in the event of severe weather conditions or other emergency. Whilst every effort is made to keep the school open, the decision to close is sometimes unavoidable.

If a decision was taken to close the school, we would try to communicate the closure via the School website or local radio (BBC Essex, Essex Radio, and other local stations) by 6.30a.m. on the first and any subsequent day affected. It is intended that the prompt broadcast of a decision will ensure that students do not arrive at school to find it closed, particularly those who have a considerable distance to travel and start their journey very early. Therefore, we would ask that in the event of severe weather conditions you listen to the radio stations mentioned above before setting out to school.

Notification of school closure will also be posted on the school website before 7.00a.m.

EARLY CLOSURE:

If a decision was taken to close during the school day, it has been our policy to allow students to make their own way home from school. However, each tutor will be given a list setting out whether students have permission to leave early without contacting their parents. Those who have permission to leave early without contact should still phone if possible to let their parents know. Students may use their mobile phones to contact their parents. Anyone who does not have a mobile phone can use the telephones in the Finance Office or as directed on the day.

Those who do not have permission will not be allowed to leave without contacting their parents, which will be done in the presence of the tutor. We will keep a note of who has contacted their parents, time of departure, when they leave and any unusual travel arrangements (e.g going home with friend). This will help if you contact the school regarding your daughter's whereabouts. Any student who is unable to contact a parent will be brought to the Hall and be supervised until 3.40 p.m.

If your daughter does phone to say that she is leaving school early, please ask her to confirm that she has the school's permission to do so.

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