



## Unavoidable school closure procedure

Due to extreme weather or other unforeseen circumstances, there may be occasions when the school has to close. Although these circumstances are rare, this document sets out important procedures to support efficient and safe closure.

**Parents/Carers should always assume that school is open** unless contact is made as detailed below.

### In the event of the school needing to close:

1. An email will be sent to all email addresses that currently receive communications from school.
2. A message will be placed on the HGS website [www.harrogategrammar.co.uk](http://www.harrogategrammar.co.uk)
3. We will also place a message on our social media pages on Facebook and Instagram

These actions will be taken as soon as the decision is taken that the school will close. No message means that the school will be open as usual.

Where possible, **we ask that you avoid phoning school unless it is essential to do so**. We try to keep the phone lines open so operational staff can take the actions above as quickly as possible.

### Travel and Transport

If the regular bus your child uses to get to school is not running on any day because of snow, **please do not** bring your child to school, unless you are also able to collect them. In addition, if you live in one of the outlying villages around Harrogate, **please do not** send your child to school if there is a foreseeable possibility that they will have difficulty in getting home safely later in the day. Even if the school is still open, **do not** send your child if you feel there is a risk to their safety in making the journey. Bus services, however, will make every effort to honour their normal contracts, even if they arrive late.

### Early Closure for Snow

If local disruption is so significant after school has opened, then sometimes there is no safe alternative to early closure of the school so that both students and staff can travel home. Where this happens, we will use the communication methods above to advise you that we have to close. Senior staff will remain on site until the last child has safely left. In the exceptional cases where the school has to be closed early and your child cannot travel home, or you cannot collect them, please have an arrangement in place with a relative or family friend so that your child has somewhere local and safe to go. ***This is a vital arrangement to make for children who live in very rural areas.*** Please ensure that your child knows what this arrangement is in advance.

Please be reassured that, if the school opens normally, we will do all we can to ensure that it remains so for the full length of the day. With variations in weather forecasts and contrasting road conditions in our catchment area, it will always be difficult to choose the right moment to close the school. However, we will try our best to keep you informed in as timely a way as possible.

We very much appreciate your support and assistance with these arrangements for unforeseen circumstances.

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