



FARLEY HILL PRIMARY SCHOOL EMERGENCY CONTACT PROCEDURE IN THE EVENT OF CLOSURE

In the event of an emergency school closure due to incidents such as extreme weather conditions the contact procedure will be as follows:

- A brief email message will be sent to the nominated emergency contacts of each pupil advising of the school closure and requesting arrangements to be made for prompt collection of your child/ren.
- Details of the closure will be uploaded to the main home page of the school website at www.farleyhillprimary.co.uk.
- The main school telephone number will relay a brief outgoing message advising of the school closure (01189 732 148). **IMPORTANT:** The telephone will not be answered.

ON RECEIPT OF THE SCHOOL CLOSURE MESSAGE:

1. Immediately make your way to school to collect your child/ren, or make arrangements for your child/ren to be collected by a responsible adult.
2. On arrival report directly to the Hall where you will be asked to sign out your child/ren on the appropriate class lists.
3. Wait in the designated area (Hall) for your child/ren to be brought to you.
4. As soon as you have collected your child/ren, promptly leave the site. Do not attempt to retrieve belongings etc.

EMERGENCY OFF SITE EVACUATION POINT WILL BE:

Arborfield Green Community Centre, Sheerlands Rd, Arborfield, RG2 9ND

Map co-ordinates: 51.38672, -0.90392

See on Google maps: [Arborfield Green Community Centre](#)

IN THE EVENT OF THE DECISION TO CLOSE THE SCHOOL BEFORE THE START OF THE SCHOOL DAY, I.E., OVERNIGHT SNOW, FLOODING ETC:

- A brief email message will be sent to the nominated emergency contacts of each pupil advising of the school closure.
- Details of the closure will be uploaded to the main home page of the school website at www.farleyhillprimary.co.uk.

Please keep the school office informed of changes to your child's emergency contact telephone numbers.

PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE