



Emergency Planning

In the case of the school being **unable to open** for any reason; severe weather, inadequate adult supervision, no heating etc a message will be broadcast on MIX 96, BBC Three Counties Radio and a notice pinned to the school gate.

You can also log onto www.buckscc.gov.uk/learning scroll down and click on the word 'Schools'. On that page on the left there is a menu headed Education and under 'Schools' you will find the word 'Closures'. Click on the word and you should find a list of schools which are closed on that page.

Should the school need to be **closed while the children are in** and therefore need to be sent home because of a breakdown of heating etc, members of staff will contact parents using their personal mobile phones.

In the event of a serious emergency, where it was not safe for the children to remain inside the building, the children will be taken into the playground, or onto the school field, or taken down to the village hall car park or into the hall itself. Obviously it would depend on the sort of emergency as to where we went. Parents will be told to go to **the village hall first** to look for their children. If we are not there, parents should **leave their cars at the village hall and walk up to the school** to collect their children.

If there is an emergency which makes it necessary to evacuate the building it is likely that other vehicles will need access to the school and it will be very important that they can park near the school.

In an emergency do not park your car outside the School unless the 'emergency message' says otherwise

Below is the school phone number and a mobile phone number. **Please will you treat the mobile number with respect and the utmost confidentiality?** It should only be used as a last resort; i.e. if the school has been evacuated, and you have an emergency which means that you cannot collect your child. Remember, if you are on the line then you are preventing the school making calls to other people; whether they are parents or the emergency services.

Needless to say we will look after any children who are not collected for any reason.

	School number	Mobile	Mobile
School	01869 277268	07733282025	

Please keep this letter to refer to in case of emergency.

Headteacher: Mrs Louise Metherell

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