



PROCEDURE FOR SCHOOL CLOSURE BEFORE THE SCHOOL DAY STARTS: RINGINGLOW

The Co-Headteachers will make a decision before 7.00am

A text message will be sent to Parents/Carers and Staff

Everyone should:

- Check phone for message from 6.45am
- Log on to School website: www.bentsgreenschool.co.uk
- Listen to Radio Sheffield or Hallam FM

PROCEDURE FOR EARLY CLOSURE OF SCHOOL DURING THE SCHOOL DAY: RINGINGLOW

A text message will be sent to Parents/Carers warning them of an early closure

Students on SEN Transport

Parents/Carers should:

- Reply to text message with 'OK' (Please do not ring school with this message)
- If you **CANNOT** organise for someone to be home **RING SCHOOL IMMEDIATELY** to discuss options.

Ringinglow Site: 0114 236 3545

Students Travelling Independently

Parents/Carers should:

- Prepare to collect your child from school by car.



PROCEDURE FOR ORGANISING A DELAYED START TO THE SCHOOL DAY: RINGINGLOW

A text message will be sent to Parents/Carers alerting them to the delayed start to the school day

Students on SEN Transport

Bents Green School will:

- **Inform Transport and arrange for students to be collected in time for the delayed start to the school day.**

Students Travelling Independently

Parents/Carers should:

- **Ensure that transport arrangements are in place for a delayed start to the school day.**