Hexham Middle School



Wanless Lane, Hexham Northumberland NE46 1BU

Executive Headteacher: Graeme Atkins

January 2019

Dear Parent/Carer

Hexham Middle School Emergency Closure - Non-opening or early closure, snow and other special situations

To ensure the safety of our pupils in the event of heavy snowfall or other emergency situations, the schools in the Hexham Partnership have collaboratively agreed the following procedures:

If school is unable to open:

- Announcements will be made through Radio Newcastle. Updates will be issued using Schoolcomms. Register for Schoolcomms through Hexham Middle School.
- County Council www.northumberland.gov.uk
- Facebook: www.Facebook.com/nccalerts
- Twitter: www.twitter.com/northumberland

If school needs to close early:

- You are asked to indicate one of the options listed below. The options will be held on file for use in the appropriate situation.
- When the decision is taken to close school, children will be returned to their form teacher, and leave school in accordance with the option indicated below.
- Could we please request that all change of arrangements are made via the office and not directly to pupils on their mobile phones.

We will also provide updates on the HMS website, Facebook and twitter feeds.

Yours faithfully

Mrs Frankish Deputy Headteacher

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Please tick <u>one box</u> and return the form to school.
Name:
Class:
Children using school transport
My child should use school transport even if leaving early and no special arrangements are necessary.
I have made the following arrangements in the event of my child being sent home from school early. Please include here any relevant addresses and telephone numbers and indicate if you would like siblings to be kept together. Please ensure that your child is aware of this information. If it is to be changed in any way, please send details via your child's planner.
All other children
No special arrangements are necessary.
I give permission for my child to walk home from school in the event of an emergency school closure.
I have made the following arrangements in the event of my child being sent home from school early. Please include here any relevant addresses and telephone numbers and indicate if you would like siblings to be kept together. Please ensure that your child is aware of this information. If it is to be changed in any way, please send details via your child's planner.
Signed: Parent/Carer Date: