



St. Moninna's PS Cloughoge **Emergency Evacuation/Closure Arrangements**

We wish to outline our school procedures for any possible unexpected closures during the school year. An action plan to deal with unplanned closures has been drafted by the school and it will outline the actions the school will take in order to minimise disruption and ensure clarity for everyone involved.

To help us achieve this aim we would ask that you help by doing the following should such a closure take place.

In the event of a closure taking place once the school has already opened:-

- You will be contacted by **TEXT** to ask that you collect your child/ren as soon as possible
- If you cannot collect your child/ren please inform the school of the person who will be there in your place
- If you have more than one child at the school your collection point will be at the cloakroom door of your **youngest child's classroom including Nursery**
- If your youngest child is not at school on that day it will be the cloakroom door of the classroom of your youngest child present at school on that day
- You will be asked to sign a collection sheet so the school will have a record of who collected each child
- If time has allowed your child will have a memo outlining the variety of ways to keep informed of the situation
 - Up to date information will be posted on the DENI Website - <https://www.education-ni.gov.uk/>
 - www.bbc.co.uk and our school website www.cloughogepriamaryschool.com. There will be regular announcements on Radio Ulster, by text message and a voicemail message will be left on the school's telephone (028 30262688)

In the event of a closure taking place before school has opened

- You will receive a text detailing closure and a further text about re-opening
- Check <https://www.education-ni.gov.uk/> for updates
- Listen to announcements from Radio Ulster

The school will strive to open and remain open where possible but we must take into account the safety of our pupils and staff. We appreciate that an unforeseen closure can be an inconvenience and we ask for your understanding and patience should this situation arise.

Thank you for your continued support and co-operation.