

**Barrhead High School**  
**PLANNED EMERGENCY CLOSURES**

The following procedures will be put in place if it is deemed necessary to close the school during the school day. We will attempt to contact all parents in advance by text to the mobile number held on our records for the main contact. It is essential therefore that we have an up-to-date mobile number for you. **If necessary, please add the information to the slip below.** We will then allow pupils with parental permission to leave the building in an orderly manner while retaining the others until permission is granted, particularly those in the junior school.

To reflect the different ages, levels of maturity and concerns, and to help us manage the situation effectively, we would propose the following arrangements:

- **Pupils in S5-S6** – We will allow S5/6 pupils to leave the building without seeking parental agreement at the time unless you have requested otherwise in advance.
- **Pupils in S3-S4** – We will allow S3/4 pupils to leave the building without seeking parental agreement at the time if you have given us your consent in advance by returning the slip below. Note if you gave permission last year for an S3 pupil, we will carry this forward unless you tell us otherwise.
- **Pupils in S1-S2** – We will only allow S1/2 pupils to leave the building in response to your contact on the day, as detailed below.

For all pupils in S1/2, and any other pupils who have not been given permission in advance to leave, we would ask parents to respond at the time by one (or more) of the following:

- coming to the school to collect your children (although in such conditions it would be advisable not to attempt to bring a vehicle into the school grounds);
- replying to the school text (which goes to the school office) giving your consent;
- sending a text to your son/daughter's mobile phone giving your consent, which they can show to a teacher;
- telephoning to your son/daughter's mobile phone and speaking to a teacher.

Where we have not received consent from you, either in advance or on the day, we would keep your son/daughter in the building and continue to attempt to contact you directly.

From experience, the business of the networks may affect texting and phoning – please be patient and keep trying. Staff will be expecting to receive information by these means and procedures are in place for collating that information. I would emphasise that unless pupils follow the instructions given, it will be difficult for us to ensure the successful implementation of these procedures and your support in emphasising this too would be appreciated.

During a continuing period of severe weather, decisions are normally made between 7.30 and 8.00 am as to whether an individual school requires to close. The decision will be posted on the East Renfrewshire Council website and the Council Facebook and Twitter sites and is also indicated each morning on Radio Clyde. We will also post news on our school website <http://www.barrhead.e-renfrew.sch.uk/> and Twitter. Parents should refer to these media to find out the latest news.

I trust that you will appreciate that the procedures adopted and decisions taken aim to produce a system which is manageable in practice and still ensures the safety and welfare of all pupils.



A Sinclair, Head Teacher  
November 2016

Pupil \_\_\_\_\_

Year S \_\_\_\_

Mobile Number for main contact \_\_\_\_\_

Name of Contact \_\_\_\_\_ Relationship to Pupil \_\_\_\_\_

**For Pupils in S1/2 and S5/6** – You only require to return this form if you are notifying a change of mobile number.

Signature of Parent / Carer \_\_\_\_\_