

# Procedure for school closure at start of the day

## Gleadless

Co-Headteachers make a decision before 7.00am

Text message will be sent to Parents/Carers and Staff

Everyone should;

- Check phone for message from 6.45am
- Check twitter @bentsgreensch
- Log on to School website [www.bentsgreenschool.co.uk](http://www.bentsgreenschool.co.uk)
- Listen to Radio Sheffield or Hallam FM

---

## Procedure for early closure of school

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.**

### Students travelling independently

Parents/Carers should

- Prepare to collect your child from school by car.

Gibson House, Willow office will contact Parents/Carers to discuss arrangements