

# Procedure for school closure at start of the day

## Westfield Hub

Headteacher makes a decision before 7.00am

Text message will be sent to Parents/Carers and Staff

Everyone should;

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

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## 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