



Bents Green Specialist Secondary School at Sheaf Training Procedure for School Closure at the Start of the Day

**The Headteacher makes a decision
before 7.00am.**

**Primary Contact Text message will be sent to Parents/
Carers, Staff etc.**

**PLEASE NOTE: IF SCHOOL IS CLOSED, THERE WILL
BE NO OFF-SITE LEARNING PLACEMENTS**

Everyone should:

- ♦ **Check phones for messages from 6.45am.**
- ♦ **Listen to Radio Sheffield and Radio Hallam FM**
- ♦ **Log onto the School Website
(www.bentsgreenschool.co.uk)**
- ♦ **Check emails from School Alert if you have registered.**



Bents Green Specialist Secondary School at Sheaf Training Procedure for Early Closure of School

**Primary Contact text message will be sent out to
parents/carers warning them of early closure**

Pupils on SEN Transport

Parent/Carers should :

- ♦ **Text message back to school
with 'OK'. (Please do not ring
school with this message)**
- ♦ **If you cannot organise for
someone to be at home please
RING SCHOOL IMMEDIATELY
to discuss options.**

Pupils Travelling Independently

Parent/Carers should:

- ♦ **Prepare to collect your child
from school by car.**

**Gibson House, Willow office will contact parents/carers to
discuss arrangements**