



## **Bents Green Specialist Secondary School at Westfield 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](http://www.bentsgreenschool.co.uk))**
- ♦ **Check emails from School Alert if you have registered.**



## **Bents Green Specialist Secondary School at Westfield 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**