



## IN THE EVENT OF EXTREME WEATHER INFORMATION FOR PARENTS



### SCHOOL OPEN

If the school is open during extreme weather, please ensure:

- your child has a **change of footwear** (preferably wellies) and a **spare pair of socks**
- your child has a warm, winter-thickness **coat, hat and gloves** (\*children will only be allowed out to play if they have the items named in these two bullet points)
- your child **uses the main entrance** to go into school and heeds signs and tape cordoning off other areas (\*parents of P1T and Nursery children will be allowed into the school building to accompany their children to class)
- you **drop off your child outside the school gates** if travelling by car – no access to car park except for staff parking
- you **pick your children up promptly at 2pm / 3pm** – there will be **no after school activities** (except Early Birds & Young Harts) during periods of snow
- you **send a packed lunch** with your child if you receive a text message to this effect (this will only occur if the canteen is unable to cook meals – eg food deliveries cannot get through - or provide heat in the canteen)



### SCHOOL CLOSED

If the school is to be closed due to extreme weather, we will communicate this to you by:

- **text messaging**
- on home page of **school website** ([www.hartmemorial.org.uk](http://www.hartmemorial.org.uk))
- announcement on **BBC Radio Ulster**
- posting it on the school's **Facebook** page & **Seesaw** message
- on **BBC's digital text service** (page 1615)
- [www.bbc.co.uk/ninews](http://www.bbc.co.uk/ninews) (if significant number of schools are closing)



### EARLY CLOSURE

If school has to be closed early due to heavy snow falling (and thereby jeopardising the ability of our 60 members of staff to get home safely), you will be informed by:

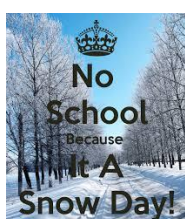
- **text messaging / facebook / Seesaw / school app**

We would very much appreciate if you could arrange for your child to be collected within **30 minutes** of receiving the text message\*. It is essential that you **keep your mobile phone with you** in the event of bad weather as this will be our primary means of communicating with you.

\*Please note: even in the event of early closure, **Nursery and P1-3 children will only be released to the named collectors** you identified at the start of the year. Remember, you can add to this list by asking your child's teacher to see your Named Collectors sheet, adding another name and signing and dating this.

On arrival at school, please **go directly to your child's classroom** and the teacher will release your child to you at the door. Please **enter and leave the school using the main entrance** (this includes Nursery and P1TC parents / collectors who will go through the main school over to the Nursery block rather than using their usual entrance)

**Children who have not been collected within 30 minutes will be grouped together in one area and supervised by staff who have previously volunteered for this role** due to their homes being located locally. This will enable other members of staff to start their homeward journeys half an hour after the decision to close has been communicated to parents.



**Please retain for future reference**

