

# The De Montfort School

UNLOCKING YOUR CHILD'S POTENTIAL

Four Pools Road, Evesham, Worcestershire, WR11 1DQ | Telephone: 01386 442060



19 October 2020

Dear Parent/Carer

Should we need to close school during the day, for example because of severe weather (last year we had floods in Evesham) please see our procedures and advice below.

In the event of an immediate closure, the following will take place:

- Parents will be alerted via text and a message placed on our website
- Students will be formally registered as soon as possible in their tutor groups
- Priority will be given to students being transported by buses; these students, following registration, will be held safely in a specified area and then escorted to the buses at the top gate
- Non bus students, following registration, will fall into two groups:
  1. **Students for whom we have written consent to allow them to leave and go home unaccompanied in an emergency closure**  
These students, following registration, will be allowed to leave through their normal exits.
  2. **Students for whom we have no written consent to leave in an emergency closure or where we have alternative instructions**  
These students will be collected together in their zones and we will then go through a process of contacting home to establish if they can be given permission to leave, or if they have to stay supervised in school. Based on last year's floods experience, this took a very long time and children were understandably upset at not being allowed home or parents being uncontactable.
- **Staff** who travel long distances will be allowed to leave, but there will be staff supervision of our children until they either a) receive permission to leave, b) are collected or c) we reach the end of the day when they would have been released anyway.

**To minimise risk to everyone, here are 6 Do's and 3 Don'ts**

- **DO** ensure we have the correct emergency numbers and alternative contacts. Last year, many students did not know or could not remember their parents' numbers and quite a few of the contact numbers on our system were unobtainable. This caused some distress to some children, and made it extremely difficult for us to contact some parents
- **DO** ensure your child has a note of your emergency number and they should be encouraged to learn this number off by heart

Headteacher: Guy Nichols BSocSC (Econ), NPQH

[www.tdms.worcs.sch.uk](http://www.tdms.worcs.sch.uk) | [office@tdms.worcs.sch.uk](mailto:office@tdms.worcs.sch.uk) | Sports Centre: 07881 506156



- **DO email your reply to shensley@tdms.worcs.sch.uk, or print and return the reply slip below to your child's form tutor, so we have the information we need regarding if your child does or does not have permission to leave in the event of a closure. Please reply by Friday 23 October.**
- **DO** reassure your child that the school will keep them safe during any closure and although they might naturally feel anxious or even frightened, they must try to remain calm and put their trust in the school
- **DO** wait for updates from the school
- **DO** insist that your child does not try to contact you, but waits until the member of staff with them authorises any external contact to be made
- **DO NOT** ring your child, as although we fully understand this might be your natural reaction, any use of phones must be carefully managed for everyone's safety
- **DO NOT** ring Reception unless absolutely necessary. The information sent by text will clearly set out the time for departure. Last year, parents ringing the school blocked out external lines which prevented us contacting parents for whom we needed permission to send their child home. Instead please have your phone available, in case we need to ring you
- **DO NOT** come to the school Reception or block the roads outside of the school, as you potentially place yourself and others in danger and you reduce the school's ability to most expediently manage the safe departure of nearly 1000 children and 200 staff. Last year, parents arriving at Reception made it extremely difficult for our office staff to spend their time contacting those parents for children without consent. It meant that these students were left in school much longer than necessary. It also meant that many teaching staff were using their own phones to try to help the children acquire the necessary permission to leave. Finally, it also caused problems on the main road, potentially affecting safety.

Please do not ring Reception except in an emergency.

Thank you for your continued support of the school

Yours sincerely



Guy Nichols

Please send the information below to shensley@tdms.worcs.sch.uk, or return the reply slip to your child's form tutor, by Friday 23 October.

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**School Closure Procedures**

Student name: ..... Tutor group: .....

I understand the school closure procedures as outlined above. I give permission for my child to walk home on his/her own at any time during the day and get access to their home in the event of a school closure.

YES  NO

Parent signature: .....

Emergency phone numbers: 1..... Relationship:.....  
 2..... Relationship:.....  
 3..... Relationship:.....