

PLEASE KEEP THIS INFORMATION IN A SAFE PLACE

Dear Parents/Carers

Below are details of procedures to be followed in the event of an emergency school closure. These are details we send from time to time so I urge you to keep them in a safe place.

School closure is never taken lightly and is rare. However, I must stress that many of our staff travel some distance to school and the problems are often greater for them than for families who live much closer.

We will always make every effort to keep the school open and it is always the decision of the parent as to whether it is safe to travel to school. The school cannot be responsible for roads and pathways approaching the school.

Yours sincerely
Stephen Holt

Procedure to be followed in the event of an Emergency School Closure

If there is any doubt in a parents mind about whether the school may be closed they are asked to follow the following routes of enquiring in the order listed.

1. Check your e-mails/text between 7.30 a.m. and 8.00 a.m. There is also the possibility that, class reps will also text you if they have your details.
2. Check St Charles Borromeo's web-site homepage at www.stcharlesb.surrey.sch.uk from 7.30 a.m. If a decision is made earlier than this, information may be available from as early as 7am.
3. Parents should tune radios into Eagle Radio 96.4 FM. The school will notify this station in the event of an emergency closure. Its web site is www.radiojackie.com
4. Check the Surrey County Council web-site which is <https://www.surreycc.gov.uk/schools-and-learning/schools/school-closures>
However, in previous years, this site has taken time to update information.
5. Only telephone the school on 01932 842617 as a last resort as the office may not be open. Please note this is your last option and should only be used if you cannot access any of the information above.