

## **EMERGENCY CLOSURE PROCEDURE**

These are the procedures we use in case of emergency Academy closure. They are drawn up to ensure the students' safety is always our top priority.

### **In the event the Academy needs to close during the school day:**

In addition to being notified as detailed below, we will ask students to telephone a parent to inform them and get permission to leave. If you have more than one child at the Academy the oldest child will be asked to ring on behalf of the family.

If your child normally travels to the Academy by bus but you decide to collect them from the Academy instead, we would ask that on arrival you report to the Student Services Hub so that your child/children can be called up to the office to sign out.

**It is your child's responsibility to sign out from the Academy**

### **In the event that the Academy takes the decision to close late at night/early morning:**

You will be told that the Academy is to be closed by one, or a combination of, the following:

- 1 By visiting the Academy website [www.huishepiscopi.net](http://www.huishepiscopi.net)
- 2 By listening to the radio - BBC Somerset 95.5FM or 1566 AM/MW; Heart FM 102.6 FM, 97.1 FM (Yeovil Area), 96.5 FM (Taunton Area); Breeze FM. 100.8 FM, 102.4 FM, or 107.4 FM
- 3 By following us on Facebook [www.facebook.com/HuishEpiscopi](http://www.facebook.com/HuishEpiscopi) and/or [www.twitter.com/HuishEpiscopiAc](http://www.twitter.com/HuishEpiscopiAc)
- 4 Phone message on Academy switchboard
- 5 By text message/email
- 6 A letter taken home by students at the end of the previous day