



## Emergency Evacuation Procedures

Dear Parents/Carers,

We have recently reviewed our emergency evacuation procedures to ensure that our primary pupils, secondary students, staff and parents/carers receive the best possible experience in these challenging circumstances.

Please can we ask that you discuss this information with your child as a priority. This is to ensure that they are fully aware of the instructions in such an event.

If you do not receive regular communication from school via email, please can you check that we have your current contact details and email address. Please can you also check, and update as necessary, the details of the priority contacts we have for your child in case of any emergency.

We also suggest that you discuss with your secondary student an emergency plan of someone they could stay with should they not be able to get home - this may be a friend or relative. In the past, we have asked for these details as your 'priority contact 4' on your contact forms. If you think any of the information has changed, please send an email to [parentenquiry@calderlearningtrust.com](mailto:parentenquiry@calderlearningtrust.com) or send a dated and signed letter to Student Services.

Should the school need to be evacuated in case of an emergency the following procedures will be implemented:

### Calder Primary School

- Calder Primary School pupils will remain in the primary school classrooms or assembly hall.
- All primary parents will be contacted by Calder Primary Receptionist, Mrs Pickup, by email to alert them to the emergency closure.
- All primary pupils must be collected from Calder Primary School. This should either be by one of their named collectors or another adult who has their emergency collection password. If you need to check the password we have on file for your child, please contact us at [primary@calderlearningtrust.com](mailto:primary@calderlearningtrust.com)

## **Calder High School**

### **Stage 1: Registration**

- All secondary students will be directed to their form rooms and will be supported by their form tutors and Heads of Year.
- Students will register in their allocated form rooms where emergency registers will be taken. Emergency registers will include their transport methods on file e.g. school bus/walking and their address and parental contact number.
- Students will be registered in form order by their form tutor and will remain with them until the evacuation process is initiated.

### **Stage 2: Students Identified according to risk**

Depending on the reason for the evacuation, secondary students will be released with the high-risk students first e.g. in snowfall – students living in remote/higher areas; for flooding – students affected by transport links etc.

Students walking to school may be the last to leave the site in order for us to evacuate safely.

Parents choosing to collect their secondary students MUST contact our main reception first and then report to main reception on arrival to collect them. Students will be brought to the theatre in readiness for collection. Should you want another person to collect your child, we will need confirmation from the parent/carer prior to them being collected. Please inform school either by email or phone call: [parentenquiry@calderlearningtrust.com](mailto:parentenquiry@calderlearningtrust.com) or 01422 883213

Please do not give your child permission to leave school without the school's knowledge. There will be an opportunity for your child to contact you during the form time/registration if they have a mobile phone.

### **Stage 3: Evacuation**

Senior staff will be continuously liaising with the transport companies to ensure students have a safe journey home and both the bus service and the rail services are very supportive of this. Depending on the transport networks, will depend on how your child will be evacuated e.g. if roads are inaccessible we will support your child's route home through the rail network if appropriate.

Non-teaching staff will marshal the routes to Mytholmroyd and Burnley Road to ensure that students are safe. We will have a staff point in the village to ensure that all students are supported in their journey home including staffing on the trains from Mytholmroyd.

## **Communication**

In the event of closure of The Calder Learning Trust out of school hours, parents will be informed through Class Charts and [The Calder Learning Trust website](#)

If we have to close the school during school hours, we will update all parents by parent email and will also announce this on Class Charts and the website as well.

In addition, closure announcements will be supported secondarily by notices on our social media sites: [Facebook](#) [Twitter](#).

**Please note that we do not operate a text system.**

Students can become very excited about the possibility of leaving school early. **Please do not give them permission to leave without informing school**, as this could result in us contacting the police and reporting your child as a missing person.

We appreciate that emergency school closures can create anxiety and worry. As mentioned previously, we will not ask any secondary student to leave the building unless they have a safe route/plan. Therefore, it is vital that you discuss this with your child and ensure that all your contact details held by school are completely up to date. The school will always ensure that all pupils and students are safely off site before a complete closure.

Yours Sincerely,

Mrs K. Lambert and Mr A.Taylor