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 enquiry in the order listed.

- 1. Check your emails between 7.30 a.m. and 8.00 a.m.
- 2. Check Holy Family web-site <u>www.holy-family.surrey.sch.uk</u> between 7.30 a.m. and 8.00 a.m.
- 3. Check the Surrey County Council web-site which is www.surreycc.gov.uk/education/schools.nsf/webschoolsbystatus?openform and then click on the first initial of the school's name (H) in the bottom line
- 4. Telephone the school on 01932 846366. Please note this is fourth on the list as it could be the case that no staff get in on time. Items 1 to 3 can be activated from our homes.

PLEASE KEEP THIS INFORMATION IN A SAFE PLACE.