



Ecclesfield Primary School

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Executive Head: L Chadwick

Wednesday 19th November 2025

Ecclesfield Primary School Emergency Closure Procedure

Dear Parents and Carers,

At this time of year, information regarding urgent closing (usually due to adverse weather) is sent to all parents and carers so that everyone is fully aware of the procedures.

Ecclesfield Primary will endeavour to remain open unless:

- The health and safety of pupils and staff are compromised.
- There is insufficient staff in attendance to manage the school safely.
- There is significant damage to premises or failure of essential utilities.
- Adverse weather conditions dictating early closing.

If school closes, the following actions will be taken.

Action Taken	Description
Text Message Sent	A text message will be sent out to all parents who are currently registered on our text messaging system. The message will go out to all designated priority and secondary numbers. (Please ensure that the school has been notified if you have recently changed your number).
Class Dojo Message	The text message that is sent out will also be shared on Class Dojo. Please ensure that you have access to your child's Class Dojo account. This can be done via your child's class teacher or the school office.

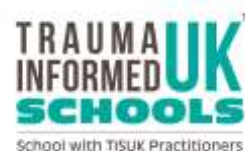


Collection of Children	Parents will be asked to collect children as soon as possible. Members of school staff will remain with the children until they are collected. (Please refer to the collection point information within this letter).
Website Notification	The website will be updated with a Snow Closure pop-up with a 'School is closed due to snow' message.

Collection points for pupils due to adverse weather conditions are detailed below. If there is more than one child in the family, siblings will join the youngest child.



Entry onto the school premises	Well Lane will be the only point of entry in the event that school will have to close in an emergency. During bad weather, where there are snowy/ icy conditions, the caretaker will follow an emergency procedure to ensure safe access to school. As you know, this site is very large and only one route can be cleared when snowy/ icy weather conditions are
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	present. This is why the only route into school will be via Well Lane. Other normal routes will be closed.
Collection point F2	Please proceed up Well Lane and walk up the path on the left-hand side of the noticeboard and wait at the gate labelled Pupil Entrance One. Your child and any older siblings will be brought to you at this gate.
Collection Point Y1, Y2, Y3, Y4	Please proceed up Well Lane and into the car park. There will be signs directing you to the appropriate place to collect your child or children from the large hall.
Collection Point Y5 and Y6	Please proceed up Well Lane and walk up the path on the right-hand side of the noticeboard to the Y6 playground. The children will leave via the large hall fire exit onto the Y6 playground.

Please note staff will be outside to support and direct parents and carers as to where they need to be.

If you are unable to collect your child

Please do not panic. Staff will remain in school until all children have been safely collected. If you cannot collect your child at all and can arrange for someone else to do so on your behalf, please contact the office as parental consent is essential.

School Re-Opening Procedures

Once a decision has been made, a text will be sent informing parents of the re-opening day and time. This information will be repeated on our Class Dojo page.

Thank you for your continued support.

Yours sincerely,

Mrs Robinson

Head of School

