

November 2016

**Emergency Closure**

Dear Parent/Carers

The College is required to consider what would happen in the event of an emergency when we would have to close before the end of the college day at 3.15pm. This could happen if the heating failed during the winter or if there was extreme weather and we had concerns about students and staff being able to travel home safely.

If there was such an emergency, we would do the following:

- Send out a text message to alert all parents that the College was closing early and students were coming home early.
- Inform BBC Radio Leicester on 104.9FM so that an announcement could be made about the closure and the likely date of reopening.
- Place a message on our website ([www.crownhills.com](http://www.crownhills.com))
- Leave a message about the closure on our college answer phone with a likely date of reopening.

**It is vital therefore that we have an up to date home telephone number and mobile number so that we can contact you in the event of an emergency.** If your numbers have changed during the last few weeks, please return the slip below with the information and return it to your child's form tutor.

As we are a secondary college and most students make their own way home, we assume that most students would be able to leave college before 3.15pm and go straight home.

**However, if this is a problem for your child and he/she cannot make their own way home, then please indicate this on the slip below. We will then make arrangements to keep your child in college until somebody collects them.** You will need to ring us to tell us who will be collecting your son/daughter. We will obviously apply these arrangements to any child who has a taxi booked for them by the Local Authority. **However, we will not be in a position to look after your children beyond 3.15pm;** students must be collected before then, otherwise we will send them home at 3.15pm.

In the event of an emergency, please listen to BBC Radio Leicester or check our website or answer phone for the most up to date information.

We want to ensure that all children at Crown Hills are safe in the event of an emergency and in order to do this we need your co-operation. I therefore ask that you read this letter carefully and think about how you would manage a situation where your child might need to leave the college early and the college is subsequently closed for a period of time. Please return the reply slip ASAP if you need to provide us with more up to date information.

Yours sincerely

Mrs B. Green  
**Principal**

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Childs Name ..... Tutor Group .....

In the event of an emergency when Crown Hills would need to close before 3.15pm, I would like my child to remain in college until they are collected by .....

My up to date telephone number to receive a text message is .....

Signed ..... Dated .....

**Reply slips to be returned to your Child's Form Tutor**