SCHOOL CLOSURE OR EARLY FINISH ARRANGEMENTS

RGS

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Newcastle upon Tyne Royal Grammar School

SCHOOL CLOSURE BEFORE NORMAL OPENING TIME

If the school is not open on a morning (for example, due to snow), the Head, Deputy Head or Director of Finance and Operations will make a decision, notify local media and put a notice on the school website and across its social media channels. The school will also attempt to notify all parents via text message and/or by email. However, the sheer volume can make messaging and email a slow process.

If possible, staff will be positioned at the school gates to re-direct students back to parental cars.

Arriving students should assemble in the Main Hall / Junior School Hall, be registered by staff and dismissed once parental consent has been gained.

Provision will be made for students who are unable to get home or able to make contact with home.

CLOSURE DURING THE SCHOOL DAY – SENIOR SCHOOL

Authorisation for an early closure will be given by the Head, or in his absence, by the Deputy Head.

In the event of adverse weather conditions, assemblies may be called to give students early warning of a possible closure.

IN THE EVENT OF A FULL, PARTIAL OR STAGED CLOSURE, A MESSAGE FROM THE HEAD OR DEPUTY HEAD WILL BE CIRCULATED TO ALL CLASSROOMS. STUDENTS WILL NOT BE RELEASED UNTIL THAT MESSAGE HAS BEEN RECEIVED.

ARRANGEMENTS AND STAFF RESPONSIBILITIES

- Sixth Form students may leave once they have registered.
- Years 7-11 must contact home to gain permission to leave school.
- Staff teaching students are responsible for ensuring that home contact has been made.
- Staff teaching students must record the names of departing students and their time of departure.
- Departure lists **MUST** be sent to the school office.
- Students unable to make contact or leave school should assemble in the hall.
- Senior School students who look after younger brothers and sisters in the Junior School should go to the Junior School to make individual arrangements (see below).
- If closure occurs in the final hour of the school day all Senior School students may leave without parental consent.

ARRANGEMENTS FOR EARLY CLOSURE OF THE JUNIOR SCHOOL

- Authorisation for early closure is from the Junior School Head in consultation with the Head or Deputy Head of the Senior School.
- Parents arriving to collect their children are able to take them once their release has been recorded by the teacher in charge at that time.
- Students can be dismissed early and alone **ONLY** if their parents have contacted the School directly to give clear travel instructions.
- Students may leave with older siblings from the Senior School only if the sibling is deemed suitably responsible and if they are taking a direct route to the family home or place of collection.
- Junior School students will **NOT** contact parents by mobile phone unless required to do so by the Junior School Head.
- The Junior School Head or a Deputy will remain on site until every student has departed.

CONTACT DETAILS

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This policy applies to the whole school and is published to parents, students and staff
Updated: September 2023 Reviewed: September 2024 Author: T.Keenan