



Lady Manners School

Dear Parents and Carers

As bad weather possibly approaches, this email provides a summary of our emergency closure procedure. You can find [full details](#) on our website.

We take the decision to close the school in association with the bus operators who will advise on the road conditions, the priority being the safety of students whilst travelling and on site. If the decision is to close, we aim to do all of the following:

- Add a message to the front page of the [school website](#)
- Send an email to this email address
- Add a message to Facebook
- Send an announcement on Class Charts
- Arrange for announcements to be made on Radio Sheffield, Radio Derby, Greatest Hits Radio and High Peak Radio

We will repeat these communications on each subsequent day of closure. Please note, occasionally there is difficulty in using one of these communications methods, so we advise parents and carers to check more than one of the methods above.

If we do have to close during the school day, we will alert you to this via the means listed above. Students will remain in their lesson and their class teacher will notify the class of the bad weather procedure:

We will dismiss **students who walk home** first. If your child walks home and you do not want him or her to be dismissed without your permission on the day, please inform us of this by emailing info@ladymanners.derbyshire.sch.uk and we will plan with you how and when your child will be dismissed. Please can you send this email by **Monday 5 December 2022**.

If you **collect your child**, we ask that when you arrive at school, you text your child's mobile phone to say you are here. Your child will then show the text to their teacher and be dismissed. If your child does not have a mobile phone or it is not on, then please call or go in to reception who will then contact the class teacher to dismiss your child. If you are collecting your child, we ask that you do not park on the bus bay. We require the bus bay to be kept open for buses coming to collect students.

Students travelling by bus will wait in their classroom. As each bus arrives, this will be communicated to each classroom and the relevant students dismissed. Bus companies may not be able to follow the usual route home, they will always try to get as close as they can. Bus drivers are instructed to stay with the children and take responsibility for them if the bus cannot get through.

Sixth Form students who drive home must have your permission to leave the site. We ask that you text your child's mobile phone to say that you are happy for them to drive. If your child does not have a mobile phone or it is not on, then please call reception who will then contact the Sixth Form team to dismiss your child.

Please speak to your child about his or her plan if the school is to close early so that everyone is prepared. We know that you will support us in ensuring that students do not wander around the town.

If we should have to close during a school day, we strongly ask that parents and carers do not telephone school, unless the situation is very urgent, so that we can keep our phone lines available for those that need help and for contact with bus companies.

In the event of school closure, work will be provided for students on Moodle and Class Charts. Students should follow their normal timetable and complete work for each lesson they would have that day.

Thank you for your support and we all hope that these measures will rarely be necessary.

Unsubscribe: You have received this email as you are included on the Lady Manners School parent emailing list. If you do not want emails of this nature sent to this email address please [click here](#) to let us know. *Please note: we **will retain** this email address as one form of contact for use in the event of an urgent situation relating to your child/children.*

Emails to school: Please do not reply to this email. This email account is not monitored. Emails to Lady Manners School should be directed to info@ladymanners.derbyshire.sch.uk