



Lady Manners School

Dear Parents and Carers

As we enter the winter months, 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 only as a last resort, and always in association with the bus operators who advise on the road conditions. Our priority is always the safety of students, both whilst travelling and when on site. If the decision is made to close the school, we aim to do all of the following:

- Send an announcement on Class Charts (*please allow notifications from Class Charts*)
- Add a message to the front page of the [school website](#)
- Send an email
- Send a text message
- Add a message to Facebook
- Arrange for announcements to be made on BBC Radio Sheffield, BBC Radio Derby, Greatest Hits Radio and High Peak 1

We will repeat these communications on each subsequent day of closure. Please note that occasionally we may experience issues beyond our control in using one of these communication methods, so we advise parents and carers to check more than one of the above.

If we have to close during the school day, we will alert you to this via the methods 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, please inform us of this by emailing in advance to info@ladymanners.derbyshire.sch.uk and we will plan with you how and when your child will be dismissed. Please send this email by **Monday 4 December 2023**.

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 switched on, then please call or go to reception. Reception staff will then contact the class teacher to dismiss your child.

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 always be able to follow the usual route home. However, they will always try to get as close as they can to their usual destinations. Bus drivers are expected to stay with the children and take responsibility for them once they have left the school site.

Sixth Form students who drive home will be dismissed once the decision to close is made. If your child drives 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 sixthform@ladymanners.derbyshire.sch.uk and we will plan

with you how and when your child will be dismissed. Please send this email by **Monday 4 December 2023**.

All parents and carers - 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 request that parents and carers do not telephone school, unless the situation is very urgent. This will enable us to keep our telephone lines available for those that need help and for maintaining contact with the bus companies. Students will be allowed to use their own phones once the decision to close has been taken.

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.

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