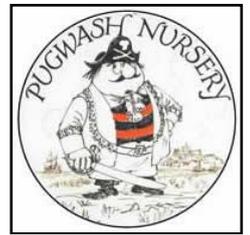




01797 222825  
office@ryeprimary.co.uk

Rye Community Primary School  
Pugwash Nursery  
The Grove  
Rye  
East Sussex  
TN31 7ND



01797 228695  
pugwash@ryeprimary.co.uk

**Headteacher:** Ms Jane Howard BSc (Hons) PGCE NPQH

**Deputy Headteacher:** Miss Kelly Martin BA (Hons)

26<sup>th</sup> February 2018

Dear Parents

**Emergency School Closure** – May we confirm below the procedure, which should apply, should it be necessary to close the school or send children home.

**Full Day Closure** – Any decision not to open the school on any given day would be announced on:-  
Heart FM - 102.4FM & 103.5FM  
Bright FM – 106.4FM & 106.8FM  
Sovereign FM – 107.5FM

You can also subscribe on the East Sussex County Council website to be e-mailed if we are closed at:  
<http://www.eastsussex.gov.uk/educationandlearning/schools/primary/ryecommunity8453364.htm>.

Notification will also be made on our website: [www.ryeprimary.co.uk](http://www.ryeprimary.co.uk) and if we are able we will post a message on facebook.

**Closure during the day** - If conditions developed during the day which brought about a decision to close the school early, the following procedures would apply:-

1. Radio stations would be asked to broadcast the information.
2. We will e-mail parents and post a message on facebook. Please ensure we have your e-mail address.
3. If considered safe to do so, children who normally travel by bus or taxi would be sent home in the normal way. Every effort would be made to ascertain that there would be someone at home to receive them. We would try to contact parents in the usual way. Arrangements might have to be made for some children to stay with relatives or neighbours until their parents returned home.
4. Other children would be kept at school until collected by their parents or another responsible adult.

Every effort would be made to maintain effective communications with parents, and broadcast decisions widely and as clearly as possible.

The first consideration in any school emergency must always be the safety of the children, and these procedures are intended to ensure that their best interests would be served by any decisions made by the school.

Yours sincerely

Miss K Martin  
Acting Headteacher