



# Appleby Primary School

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Cumbria  
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4<sup>th</sup> May 2018

Dear Parents & Carers,

## EMERGENCY CONTACTS

Recently, upon advice of electrical engineers, we had to make an emergency closure of the school while North West Electricity investigated an electrical fault. We are pleased to report that this issue was resolved promptly and school was made safe for us to return the next day.

During this emergency it was noted that around 20% of children remained uncollected after one hour. This has prompted us to ask parents to recheck the emergency contacts they have given us for their children, as in a situation like this we need to know that all children can be collected immediately. We appreciate that some parents work in an environment where it is not practical to have their mobile phone to hand at all times, or may work or live in areas where there is no mobile signal. **For these families only, we need to have an extra contact on our system who will only be contacted by text message in the event of an emergency closure.** Due to cost implications we are not able to text both parents every time we send a text message home, we have to rely on one parent passing the message on. However, in an emergency closure situation we would send a text message to an extra contact as mentioned above.

Please could you read through the following points carefully to review your emergency contacts:-

1. Can the 1<sup>st</sup> contact on the list (this is the parent who gets all the text messages) be reached at all times, and in an emergency situation get a message to someone who can collect their children immediately if they are not able to?
2. Please speak to each individual you have given us contact details for and make them aware that they may have to collect your children at short notice due to emergency closures or illness, if they are not happy to do this please contact us to remove their details.
3. Please contact the school office with details of the person to go on the **emergency text list**, this is only for families where the first emergency contact is often in an environment where they cannot read messages or they do not come through due to poor signal.

Thank you for your co-operation in this matter, if you require any further details please do not hesitate to contact the school office.

Regards

Rachel Pearson  
Headteacher

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Headteacher	Chair of Governors	Office Administrator	School Business Manager
Mrs. R. E. Pearson	Mrs. S Lightfoot	Mrs. R. Bousfield	Mrs. D. Parkin

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