

Crosby on Eden C E Primary School

Flood Evacuation Procedure

Parent Information Sheet

1. Once you have received the information that school is on flood watch check your phone/e-mail regularly for updated messages.
2. If you receive a message to say school is closing DO NOT ring to say you are on your way. Send an e-mail response to admin@crosby-on-eden.cumbria.sch.uk or a text message to **(07514 374 225)**. A member of staff will be allocated to check both of these for responses.

The message should read: “on way to collect – (family surname)”

3. Our School Evacuation point is **Walby Farm Park**. The children will be evacuated to **High Crosby** and the children will be transported by coach to **Walby Farm Park** (by Cumbria Coaches).
4. When you arrive at **Walby Farm Park** to collect your son/daughter you will be directed to the room where the children will be must inform a member of staff so they can sign them off the Evacuation Register. If you are collecting pupils from another family, please ensure the staff are **fully aware** of this as they will need to check there is parental approval.

Thank you for adhering to this information.