

Emergency Procedures for Barrier Closure

If the bus has failed to cross the barriers and has to return to school after the end of the school day the following procedures should be followed:

1. Pupils should remain on the bus until a member of staff has given instructions on where to assemble on returning to the building.
2. Pupils will be told to go to the following rooms (in their House groups):

House	Assembly Point
Berstane	Computing Rm 1
Waulkmill	Computing Rm 2
Scapa	Rm 83 (Mrs Robertson's RE room)
Newark	Admin Rm 1
Inganess	Library
Dingieshow	Dining Room

3. A register will be provided and all pupils present should initial this. The member of staff should then give the whole group information about the arrangements (these will be made available from the Office).
4. The eldest sibling/only child in a family should be identified and they will be responsible for contacting parents/guardians. Phones have been allocated to Houses as follows:

House	Phone
Berstane	Head Teacher's office
Waulkmill	Admin Rm 1
Scapa	Mr Ward's office
Newark	Mrs Burton's office
Inganess	Mrs Kent's office
Dingieshowe	Dr Ireland's office

5. All other pupils should go to the Dining Hall where a snack will be provided. **THEY SHOULD NOT LEAVE THE DINING HALL.**
6. When pupils have contacted parents/guardians they should then inform the member of staff in charge of their house as to what arrangements have been made. This should be recorded on the register sheet together with a contact number for their parent/guardian and the pupil again initials this.
7. They are then free to join the others in the Dining Hall.
8. Registers should be returned to the office where parents will be contacted to confirm arrangements for their children's departure from KGS.
9. **PUPILS WILL NOT BE ALLOWED TO LEAVE THE SCHOOL BUILDING UNTIL ALL PARENTS HAVE BEEN CONTACTED BY A MEMBER OF STAFF TO CONFIRM ARRANGEMENTS.**
10. On departure pupils should sign out at Reception.