



Mornings

School

- Main switchboard 01223 568816 from 8.00am
- Data Manager 01223 400043 (direct dial) from 7.00am
- Resources Manager 01223 400042 (direct dial) from 7.00am

In the event of no response, please dial the main switchboard and try the following extension numbers:

- Business Manager 217
- Asst Headteacher 302
- Finance 317

or

- Mil-Ken Travel 01353 860705

In the event of late buses in the morning:

- School staff will be available from 7.00am
- If there are known delays, a text message and email will be sent via SIMs
- If there are problems en route a message will be sent as above

In the event of a stop being missed, please contact the school or the bus company as soon as possible.

Afternoons

School

- Main switchboard 01223 568816 until 5.00pm
- Data Manager 01223 400043 until 5.00pm

In the event of no response, please dial the main switchboard and try the following extension numbers:

- Business Manager 217
- Asst Headteacher 302
- Finance 317
- Admin 220 and 313

In the event of problems in the afternoon:

- School staff will be available until 5.00pm
- If there are known delays, a text message and email will be sent via SIMs
- If there are problems en route a message will be sent as above

After Normal School Hours

In the event of significant delays or problems:

- The travel company will notify a contact from their list and a message will be sent to parents if at all possible
- If parents are concerned, please do not hesitate to contact Mil-Ken direct on 01353 860705

School Closures

In the event of adverse weather conditions in the morning:

- The travel company will be informed no later than 6.30am
- A message will be posted on the school website no later than 6.30am
- A message will be sent via SIMs no later than 6.30am

In the event of adverse weather conditions or enforced closure during the school day:

- A message will be posted on the school website
- A message will be sent via SIMs