

## HERIOT SCHOOL EMERGENCY CONTACT NAMES

SURNAME (CHILD'S):	
FIRST NAME(S):	
ADDRESS:	BUS ROUTE:
	PHONE NO:
	CELL NO:
	EMAIL:

1. Your emergency contact person for emergencies occurring during the normal school day when you are not able to be contact, e.g. sickness or injury.

EMERGENCY CONTACT NAME	PHONE NO
1.	
2.	

2. Your contact person for when the school has to close early, e.g. snow road conditions. Please ensure these contact people are on your bus route.

EMERGENCY CONTACTS FOR EARLY CLOSURE FOR SNOW ROAD CONDITIONS		
EMERGENCY CONTACT NAME	CONTACT PHONE	BUS ROUTE
1.		
2.		

In the Snow Policy it states that **“in the event of unexpected early closure and/or buses running early, the children will be sent to another person on your bus route if parents are unable to be contacted by Snow Phone and have not made prior arrangements with the school”**.

The above procedures need to be in place to work within a limited time frame and to ensure children's safety.

I understand that if I do not return this form then the school will make a decision on my behalf that is in the best interest of my child/ren. I understand that it will not be an option to leave my child/ren at school once it has closed.

**SIGNED:** .....

**Date:** .....