

HILLSIDE PRIMARY SCHOOL

School Closure Procedures Policy - Inclement Weather and Other Emergencies- Pupils

In the case of extreme weather, any decision whether or not to close the school will be taken as early as possible. The Headteacher will consult with our site staff at 6:30am and make a decision about whether school will remain open. In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff. Each school closure is logged on a daily basis after reassessment of conditions of the site and the surrounding area and the supervision of pupils.

Emergency Closures outside the school day (e.g. snow closures)

Once a decision has been made to close the school, the following actions will take place.

We will announce the closure on the Stoke-on-Trent School Close website www.stokeschoolclosures.org.uk. Local radio stations and The Sentinel also use this site as a primary source of information.

If you wish to be kept abreast of real-time updates visit the website which gives details of how you can sign up for alerts (at the top of the front page). The Local authority have updated their systems so that parents / carers / staff can receive e-mail closure alerts **just** for their chosen school direct to their inbox from the following website: www.stokeschoolclosures.org.uk.

As well as the closure being published on the above website, local radio stations including BBC Radio Stoke and Signal Radio will broadcast the closure. If you log onto the Stoke Schools Closure website or tune into these stations and there is no mention of Hillside Primary closing, then we are open for business as usual. This is the means by which we will communicate with all parents and ***I urge you not to phone school because we need to keep the telephone lines clear for staff.***

As a further communication method a text alert will be sent to the main contact for your child. Experience suggests that this is not always reliable at times of high demand on mobile networks and demands are greater when travel arrangements are disrupted.

We will also aim to publicise the closure via the school's website and school app although this won't always be possible. Again, we urge you *not to phone the school*.

Therefore, if it is possible that the school may be closed due to bad weather, please check the school closures website as detailed above and/or tune in to one of the radio stations and ensure that mobile phones of the main contact are turned on. If you hear that the school is to be closed, it is always helpful to contact others you know to check the message gets through effectively.

Emergency Closures within the school day

If the school has to be closed during the school day, the school will begin a procedure for contacting parents as soon as possible that the school is being closed, through text alerts as well as through contacting local radio stations and Stoke-on-Trent City Council website.

In such occasions, our main aim is to ensure the safety of the children on the school site whilst waiting to be collected.

Decisions to close the school

The decision to close the school is a serious one. Our main consideration will always be the health and safety of our children and staff. Please be aware that all schools are different and can be affected by such situations in different ways, depending on whether children come to school by bus or whether staff live a long way away etc.

Hopefully, it will not be necessary to close the school this winter but it is always best to prepare for the eventuality just in case.

If you update your mobile telephone number please ensure you advise the school office who will then update our system with the new number.

Safety of the site

Please refer to the school **Gritting Policy** which is in place to minimise the dangers of slipping on frost, snow and ice in outside areas and on access routes.

This Policy will be reviewed at least every 3 years.

Agreed by the Governing Body	Approved: _____ Chair of Governors
Next Review January 2019	Date: 14/01/2016