



# **School Closure Procedures Policy: Pupils Inclement weather and other emergencies**

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Next review date: Autumn 2023

## **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 early in the morning 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.

First communications with parents will be via Dojo and via text messaging.

Please 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.

***I urge you not to phone school because we need to keep the telephone lines clear for staff.***

### **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 Dojo and text alerts.

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.

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 update the ParentPay system and advise the school office who will then update the school system with the new number.***

## **Safety of the site**

Please refer to the school **Adverse Weather** 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.