



Emergency school closure policy

Date adopted: October 2022
 Next review: September 2026
 Review cycle: Every 2 years or earlier
 Approval: Headteacher

Last reviewed: September 2024
 Is this policy statutory? No

Author: Trust business Manager

Revision record

Minor revisions should be recorded here when the policy is amended in light of changes to legislation or to correct errors. Significant changes or at the point of review should be recorded below and approved at the level indicated above.

Revision No.	Date	Revised by	Approved date	Comments
				Policy has been in place for a number of years
1	October 2022	Gill Farmer – Trust business Manager		Reviewed in line with review cycle so in place ahead of inclement weather
2	September 2024	Louise Kaye		Email rather than In-App message change throughout document

Actions if the school is to close

- In the event of extreme weather conditions or any other issue necessitating the closure of the school, parents will be informed by the following plan:**

Actions:

- Wherever possible the decision will be made and communicated the night before
- All communications will be made as early as possible in the morning
- An Arbor email message will be sent to all parents and staff if the school is to close or open later than normal
- A closure or late start message will be posted on the school website.

- In the event of closure during the school day:**

Actions:

- An email message via Arbor will be sent to parents to advise of an early closure
- A message will be placed on the school website
- When ready to leave school, parents will be advised of specific waiting areas / dismissal points if normal collection points are not accessible
- The bell will be rung at the agreed school closure time (parents to remain outside until the bell has sounded)
- Parents may be allowed into the school to collect their children from designated areas if normal collection points are not accessible
- **Year 5 & 6: Parents of children who would normally walk to and from school must advise the school office if they DO NOT wish their child to do this.**

Decision making process

The decision to close the school will be made taking the following into consideration:

- whether the school can open safely e.g. the availability of staff is key, can sufficient staff travel safely to and from school to ensure an appropriate pupil/staff ratio?
- would a partial closure, rather than a full closure, be possible? e.g. opening for certain year groups only, or starting late and finishing early?
- Whether all school services are functioning adequately e.g. heating, water, electricity, kitchen facilities etc.

