



## **Emergency Closures Policy**

Last reviewed January 2018

**Next Review date: Autumn Term 2018**

### **Established Principle**

The Governors at St Michael's School are committed to ensuring that all the school buildings be kept open in an emergency situation or inclement weather, provided that the children will be safe. This requires ensuring that:

- ⇒ There is adequate heating, lighting, toilet and washing facilities
- ⇒ Provision can be made for providing a midday meal, especially for free school meal children
- ⇒ There is at least one safe pedestrian entry and exit point to the school and that fire regulations can be met

In the event of a closure need to be made a decision will be taken by the Headteacher as to whether this needs to be a whole school closure or just a partial closure. This requires ensuring that:

- ⇒ Only a partial closure is made if the health and safety of the rest of the school can be maintained
- ⇒ In the event of a partial closure needing to be made for more than one school day, consideration should be given to rotating the year group(s) affected

### **Procedure for making a school closure**

If a situation arises during a school day or at the end of a holiday whereby the school may need to be closed the Headteacher will make the decision in consultation with the Chair of Governors and appropriate LA officers.

- ⇒ Parents will be notified by letter if timescales allow. If not then a text message will be sent. Efforts will be made to contact families not included in the text messaging service by telephone call.
- ⇒ The Headteacher will register the school's closure on the County Council's website. This will up to date provide information for parents and local radio stations
- ⇒ If only a partial closure is being made provision must be made to accommodate those children whose parents cannot make alternative arrangements at such short notice
- ⇒ If only a partial closure is being made free school meal children should be offered a lunch

If the reason for making a school closure is due to inclement weather the Headteacher, in consultation with the Site Supervisor, will decide as early in the morning as viable whether or not a closure should be made.

- ⇒ A text message will be sent to staff and parents
- ⇒ In the event of a full closure the Headteacher will also text message to staff to make them aware of any relevant working arrangements for them. Staff without mobile phones are responsible for contacting their line manager for information.
- ⇒ The Headteacher will inform the Chair of Governors and appropriate LA officers of the decision to close, providing details of the reasons why

- ⇒ If appropriate, the Deputy Headteacher will assign members of staff to the pedestrian gates to turn away any children who turn up to school
- ⇒ Local radio stations will be aware of the school's closure as soon as the Headteacher has posted the information on the County Council's School Closure portal.

**Following a school closure**

Every effort will be made to leave a message on the answer phone to inform parents that school is open as normal. However, in some situations this may not be possible. A text message will be sent to parents.