

# *Weston Park Primary School*



## **Emergency School Closures**

Date of last review: January 2018

Date of next review: January 2020

# EMERGENCY SCHOOL CLOSURES

## Information & Guidance for Parents

We want to work in partnership with parents and carers to ensure the safety of children at all times. These guidelines outline the procedures for dealing with school closures during bad weather or other unexpected events.

In the event of a forecast of adverse weather conditions, or bad weather overnight, the Headteacher will decide whether it is possible to open the school as normal. The school will follow the protocol outlined in Appendix one.

Considerations for closure will include the following:

- Current weather conditions and weather forecast
- Police advice on travelling (including the safety of walking and cycling to school)
- Advice from the Local Authority and Multi-Academy Trust
- Availability of teaching staff
- Availability of key non-teaching staff (e.g. support, premises and catering)
- Safety of the site

When assessing the need for closure, we will also consider whether any mitigation measures are possible, such as partially opening the school to some pupils.

## Closing the school due to bad weather overnight

If the school is to be closed, we will make every effort to inform parents and carers before 7:30am. This includes texting and emailing parents, updating the website ([www.weston-park.org.uk](http://www.weston-park.org.uk)), contacting the media and informing the Local Authority (they hold details of all local school closures).

If the school is closed, you do not need to report your child as absent.

## When the school is open during adverse weather i.e. snowy days:

During adverse weather we will always try our best to keep the school open as much as possible, as long as we have sufficient staff to make it safe to do so. Please be aware of the following:

- It may be necessary to open the school later than normal to allow staff and pupils to travel safely.
- It may be that due to reduced staffing only certain year groups will be open.
- On snowy days, please send your child with a packed lunch because we cannot guarantee the kitchen will be open.
- On snowy days, it is likely that we will have reduced pupils in some classes. We may need to merge classes when staff numbers are reduced.

## Closing the school early during the day

The school will do its utmost to remain open if adverse weather conditions arise during the school day. However, if the weather deteriorates during the day there may be circumstances where we need to close early. If this happens, we will use text and email alerts to ask parents to collect their children and we will also update the school website.

### **Re-opening**

The school will keep the website up to date with information about re-opening. In extraordinary circumstances, we may suspend normal school uniform requirements so that pupils can dress appropriately for the weather. We will announce this clearly on the website and pupils are then expected to dress sensibly - both for the weather and for a normal school day. Once the circumstances return to normal, pupils are expected to observe the normal school uniform rules again.

We will also make parents aware of these arrangements by text and email alert.

### **Checklist for Parents**

- Please ensure your child wears appropriate outdoor clothes, including suitable footwear, throughout the winter and in particular on snowy days where the school is open.
- Please ensure you have given up to date phone numbers and e-mail addresses to the school office.
- On a snowy day, please decide whether it is safe for your child to travel to school.
- On a snowy day, please consider your safety before driving to and from school. If there are any doubts, please take a cautionary approach.

## APPENDIX 1

### Protocol for emergency closure

Timing	Action	Staff Member
As early as possible	Where possible, site staff will come into school to assess the weather condition/snowfall and the practicalities of opening	Site Manager & Site Team
Before 6:30am (if possible)	Site Manager to discuss findings with Headteacher/SLT members <i>(Head to make call)</i>	Site Manager / Headteacher / Senior Leadership Team (SLT) members
Before 7:00am (if possible)	Headteacher to liaise with the Multi Academy Trust (MAT)	Headteacher/School Business Manager (SBM) in their absence
Before 7:00am (if possible)	Decision made to open, or close (considering all factors outlined in our procedure)	Headteacher (SLT member in their absence)
As early as possible	Communicate decision with Governing Body	Headteacher (SLT member in their absence)
As early as possible	Communicate decision with LA and Media	School Business Manager (SBM)
Before 7:15 am (if possible)	Communicating closure with the staff <i>(Mode of communication: Text/Email Alert via TUCASI)</i>	School Business Manager (SBM)
Before 7:30am (if possible)	Communicating closure with the parents <i>(Mode of communication: Text/Email alert via TUCASI)</i>	School Business Manager (SBM)
As early as possible	Communicating closure with the school caterers	School Business Manager
Prior to the start of school	Update website to alert parents of school closure	School Business Manager (SBM)
Prior to the start of school	Contact Supply Agencies to advise opening status of the school	School Business Manager (SBM)
Start of school on closure days	Liaising with parents where pupils turn up in error	All staff available