



Unexpected School Closure Policy

It is the policy of the school to make every effort to remain open whenever possible.

What constitutes an unexpected event leading to possible closure?

Environmental – eg adverse weather (snow, ice, hurricanes); flooding ; earthquake

Utilities – a loss of power, water supply, no heating

Disease – infectious diseases

Critical incident – bomb threat, fire, terrorist threat

Decision making process

The decision to close the school rests with the Headteacher, but she will do this in discussion with the Chair of Governors and the School business manager (responsible for health and safety).

The decision on whether or not to close the school is based on conducting a full risk assessment and ascertaining the risk to the welfare, health and safety of children, staff and parents.

3 key factors are taken into consideration:

1. Number of staff able to come into school and keep the school running safely
2. Conditions on the school site
3. Conditions affecting access to the school site.

The school could also consider options of: cancelling extra curricular activities; opening at a later time, shortening the school day, opening for vulnerable pupils, depending on the particular circumstances affecting the school and whether or not asking a number of staff to attend work is feasible.

Communication

If based on a risk assessment (or guidance from the police in the case of a critical incident) it is deemed that the school should close on grounds of health and safety, then parents and staff should be notified immediately, ideally the evening before or by 7.30am in the morning at the latest (unless exceptional circumstances make this impossible).

Communication will be made via the Coldfall APP, via email and on the school website and face book page. The school will keep parents informed as to the situation on at least a daily basis.

The Head teacher will also inform the Local Authority.

Absence reporting

Where the school closes officially then pupil absence will be reported as authorised.

Site Safety

In the event of adverse conditions the site staff should do all they can to clear pathways, make the site safe and ensure they maintain an appropriate supply of necessary resources to do so.

Site staff should also inform the Head teacher regularly of the conditions on the site.

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