



Clarendon Primary School, Nursery & Family Centre Emergency School Closure Policy

Introduction

Within the limitations set out by statutory guidance and health & safety legislation, wherever possible, Clarendon Primary School will remain open during the school day to deliver high quality education to all children who attend.

Decision to close the school

It is only in extreme circumstances, where the safety of pupils may be compromised, will the school consider a full or partial closure. Such situations may include snow, floods, power failure, widespread illness or pandemic.

The headteacher is the only person authorised to make an emergency school closure. When making this decision, the headteacher (in conjunction with the Chair of Governors) will always consider whether it is possible to open for certain year groups or run for a shortened day. Where staff are available, and where it is safe to do so, as many children as possible will be provided for.

In the case of adverse weather conditions, before making any decision to close or partially close the school, the head teacher will consult with the school caretaker, staff and the Chair of Governors to ensure all necessary information about site safety and staff availability is obtained. Where there is a senior member of staff and enough teachers and teaching assistants available to enable the school to comply with statutory regulations regarding class sizes, the school will remain open.

If severe weather is forecasted and the school remains open, we will put in place appropriate contingency measures to support adult and child safety, e.g. gritting pathways etc.

Communicating with staff, parents, contractors and other stakeholders of a school closure

Once the decision to close or partially close has been made, it is crucial that the following people are communicated to as soon as possible:

- Parents / carers – this will be via the 'teachers to parents' texting system. (*Joint first priority*)
- Staff – again, this will be via the 'teachers to parents' texting system. (*Joint first priority*)
- The Local Education Officer via the contact numbers held by the school. (If the Local Education Officer is unavailable, contact will be made with the Local Authority via the Emergency Management line.)
- Planned contractors / supporting professionals working in school – this will be via the contact details held by the school office / school caretaker.
- Volunteers – this will be via contact details held by the school office / member of staff the volunteer is working with.
- Other stakeholders – this will be via a message being placed on the school website.

School closure information will also be announced via the county council websites and, where possible, via local radio.

Ensuring emergency contact details are accurate

Parents must give the school an up-to-date emergency contact number/s. To support this, Data Collection forms will be sent out annually to all parents, which they are required to promptly complete and return to school. If these are not returned, the previous year's form will be annotated, kept on file and used.

Travel to and from School

When weather conditions are severe, parents should be aware that it is their responsibility to make sensible decisions on behalf of their children about how to travel to school as they are responsible for the safety and well-being of their child/ren to and from the school.

Provision of education for the children

In the event of a school closure, by the start of the second day at the latest, the school will provide children with appropriate access to remote learning opportunities. This will be available via each year group's Google Classroom Account. (In the event of a pro-longed lockdown, loan ICT equipment will be issued to those children / families who would benefit from this.)

Monitoring and review

This policy will be monitored and reviewed by the school governing body in consultation with the headteacher and Senior Leadership Team.

Policy Review

Date reviewed:	Spring term 2022
Review date:	Spring term 2025