



SCHOOL CLOSURE PROCEDURES 2015-16

Sarum St Paul's CofE (VA) Primary School

Should it be necessary to close the school for ANY reason out of our control (i.e. failure of heating system (during cold months), failure of water systems or heavy snow fall, the school will endeavour to follow the following procedure:

CLOSURE FOR ANY REASON

- If possible the closure of the school will be communicated to parents the day before by letter and text message and the school website will be updated accordingly.
- If the prospective closure is not known in advance, the Headteacher will communicate with the Site Manager as soon as possible to risk assess the situation. Where ever possible this decision will be communicated by 8.00am. In addition local radio stations (BBC Wiltshire and Spire FM) will be notified and the school website updated.

CLOSURE DUE TO HEAVY SNOW FALL

- If there is heavy snow forecast overnight and therefore the possibility of school closure, a letter will be sent home and a text message sent informing parents that a firm decision will be made by 8.00am the following morning.
- The decision to close will be based upon the number of teaching staff who can safely travel into school as well as a risk assessment of the safety of the school grounds.

The above procedure will be followed on a daily basis until school can be re-opened.