

# MAUNDENE PRIMARY SCHOOL

## EMERGENCY SCHOOL CLOSURE POLICY



Reviewed policy:	<b>June 2017</b>
Policy to be reviewed again:	<b>June 2019</b>

## **AIMS**

The aims of this Policy are to:

- provide a learning environment that is safe during adverse conditions and to take appropriate actions when it is not.
- ensure the decision to close the School is understood by and communicated to staff, parents/carers and Governors.
- keep to a minimum the amount of time the School is closed during adverse conditions.

## **INTRODUCTION**

The Headteacher, in consultation with other members of staff, will take the decision to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely necessary in the best interests of the pupils and staff.

Primarily, it may be necessary to close the School for a variety of reasons including:

- severe weather including snow, flooding or storms
- disruption to transport, for example through petrol or diesel shortages
- accommodation and utility problems, for example loss of power supply, heating failures or fire damage

The School will, however, endeavour to remain open where possible.

### **1. CLOSURE BEFORE THE START OF THE SCHOOL DAY**

The decision to close the School will normally rest with the Headteacher or in their absence the Deputy Headteacher in consultation with the Site Manager and will be confirmed with the Chair of Governors. The decision shall be made where possible before 7.00 am and on the basis of information received from:

- the Media about the weather, condition of the roads and paths and public transport
- on the spot observation, either personally or from staff members (eg Site Team) better placed to make such observations
- through appropriate external agencies such as the Met Office

Factors involved in reaching the decision to close the School are likely to be:

- access to the School, i.e. road conditions (obstructions, snow, ice, flooding etc)
- breakdown of School essential services (heating, electrical services, water, storm damage etc)
- consultation with the other Head Teachers in the Partnership so that there is a consistent approach
- specific advice received from the Local Authority, Police etc.

The Headteacher will advise staff through the emergency telephone tree.

Parents and carers are recommended to check the School Website Homepage on <http://www.maudene.medway.sch.uk> where further information specific to the School will be made available.

They can also listen to the local radio stations listed below, or monitor <http://www.kentclosures.co.uk/>, run by Kent County Council which publish details of closures:

Heart FM: 103.1, 102.8  
KMFM: 100.4, 107.9

'Text alert' messages will be sent to your mobile phone (provided your details are up-to-date with us.

The whole School Community, including any contractors, shall be made regularly aware of this procedure as incidents can occur with little or no warning.

## **2. LATE OPENING**

In cases where safe travel to school or site clearances are the main difficulties, consideration will be given to the late opening of the school. Whilst it is understood that this may cause initial difficulties for parents/carers, a late opening option aligns with our aim to make all reasonable efforts to keep the school open. Further information would be communicated as in section 1.

## **3. DURING SCHOOL DAY CLOSURE GUIDANCE**

On occasions it may be necessary for the School to close during the School Day i.e. if the weather is deteriorating and there is doubt as to whether students can be returned home later in the day. In such cases the School will ensure that:

- the School uses the texting service to parents/carers, advises local radio and uses the School Website to inform of early closure
- pupils remain in School until either collected by parents/carers or alternative arrangements have been agreed
- the provision of adequate supervision by members of teaching staff should be made for those pupils who cannot go home immediately and have therefore to remain at school until collected.

## **4. REVIEW**

The decision for the school to remain closed will be reviewed by the Headteacher on a daily basis and agreed and communicated as in Section 1.

Signed.....

Name.....

Date.....