

St Stephen's Catholic Primary School and Nursery, a Voluntary Academy

Emergency Closure Information

In the event of severe weather conditions the school may close.

1. **The initial decision** about closure will be made at 7am – 7.30am by the Headteacher. This will be based on local information concerning travel conditions, school site conditions, forecast for the day and number of teaching staff expected in by 8.30am.

2. **If closure is decided**, the information will be passed immediately to:

- Text2Parents – will be used to text parents of closure details. Please ensure that we have your up to date mobile number.
- School website will be updated to include a closure notice on the front page
- Radio Stray FM for their bulletins

3. **If school is open at 8.30am** then reassessment of the school site/staff numbers will be made. The decision to close may be made at this late stage depending on updated staffing information/ school site conditions.

4. If during school hours, extreme weather conditions become apparent, then parents/carers may collect their children early from school that day if they wish. The school will also continue to reassess conditions during the day and may if required close the school. In that event we would pass on the information as at Step 2 above.

Policy reviewed and updated December 2017.