

Cottesbrooke Infant & Nursery School

Policy and Procedure for Temporary Closure of School

At Cottesbrooke Infant & Nursery School, our aim is to keep the children safe at all times. In the event of an emergency occurring, which necessitates a temporary and immediate closure of the school, such as a fire or a gas leak, snow or heating failure, the following arrangements have been made:

Closure in advance of a School day

The school can be closed in advance of a normal school day using the following system:

- Closure authorised by the Head Teacher or their Deputy usually in consultation with the Chair of Governors
- Notification of a school closure using the School and Governor Support email address (actioned by School Head Teacher)
- Sending out text messages via the Group call system to all staff (actioned by Office Manager following instruction by the Head Teacher)
- Recording the closure on the home page of the school website (actioned by the Office Manager)
- Sending out text messages via the Group call system to all parents (actioned by the Office Manager)

Closure during a School Day

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

- Closure authorised by the Head Teacher or their Deputy on the basis that parents are available to collect their children. Children will continue to be supervised by staff until they are collected. Prior to collection children will remain at Places of Safety (see below)
- Notification of the school closure using the website (actioned by the Office Manager).
- Sending out text messages to all parents via Group Call

Immediate Places of Safety

- In the event of a major incident on site requiring the school to be closed, children will assemble at the primary assembly points on the playground. In order to do this we will follow the fire and Emergency Evacuation drill, which is displayed in all classrooms and practiced termly. If these are not useable staff will escort students to the secondary assembly point (dining room)

Offsite Place of Safety

- If it becomes necessary to evacuate the site completely, children will be escorted to Cedars Academy from where they can be collected.

- Should Cedars Academy be unavailable or should a dynamic risk assessment dictate that Cedars Academy be unsuitable, the children will be escorted to Acocks Green Primary School from where they can be collected.
- Staff will remain with the children whilst the office staff and Head Teacher make every attempt to contact parents/carers to come and collect the children using text and phone calls
- If no-one can be contacted, the children will remain in the evacuation area with the staff until the end of the school day when the parents arrive. No child will be allowed to go home unaccompanied and no child will be left unsupervised
- Notices will be posted outside the school informing parents as to where the children are and on the school website
- Parents will be asked to keep their children at home until further notice. Further information will be transmitted to parents via group text, the school website and local radio stations. If the closure is more permanent, the LA will make alternative arrangements and parents will be informed