



Christ Church C.E. Primary School

And the child grew and became strong. (Luke 2:40)

Unavoidable Closure

January 2019

Inspire, achieve and grow together as one family.

Unavoidable Closure Guidance

Introduction

There may be occasions when it is necessary for the school to close temporarily in the interests of health and safety to pupils and staff. In most cases this will be as a result of problems relating to the school heating, or because of severe weather conditions. It is important to keep the necessity to close to a minimum in order to reduce the number of pupil days lost to education.

Responsibility for School Closure

The responsibility to close the school lies with the Headteacher (or most senior teacher if she is not available) in consultation, where possible, with the chair of governors.

Procedure to be followed

The school is to operate normally whenever possible and only resort to closure or early closure in exceptional circumstances when conditions are such that health and safety of pupils and staff are at risk. Closure for any other purpose is not acceptable.

A decision to close the school in the case of severe weather should be made following consideration of reports/warnings from the appropriate authorities (eg travel warnings from the police or met office warnings). In the case of building matters or heating problems which has health and safety implications, consideration should be given to whether a partial closure rather than a full closure could be achieved in order to minimise disruption to education. Further contingencies may be required if closure is to be lengthy (eg off-site education).

In considering closure for health and safety reasons, the Headteacher should, where possible, seek guidance from the appropriate officer in the local authority. The role of the local authority is to give clear guidance; however the final decision rests with the Headteacher and/or governing body. Once a decision to close is made the Headteacher should advise the local authority and keep in touch with the local authority until the school is fully reopened.

In the event of extended closure the school will, where practical, provide work for pupils to do at home. The Headteacher will ensure that parents know of any decision relating to the closure; they will be notified via text messages.

Once a decision to not open or to close early is made, every effort will be made to inform parents/carers and any other agencies of the decision at the earliest opportunity using the school's SeeSaw and school website. The local authority will be contacted to arrange contact with local radio stations. If the school continues to be closed after the first day, then this information should be carried on local radio and by text message. Parents are advised that if there is no message, pupils should report to school as normal.

Staff are expected to attend work as normal during severe weather conditions. If as a result of the conditions, staff members are unable to get to work the Headteacher must be informed and the staff member is then expected to work from home.

Staff who arrive late as a result of adverse conditions will not lose pay or be required to make up lost time. Disabled employees with mobility problems should not attempt to come to work and will not lose pay or be required to make up lost time.

Where school is closed to both pupils and staff, time off will be with pay.

In the case of severe weather, where possible, the most senior teacher available should assume responsibility for supervision if a significant number of teaching staff fail to arrive in school on time. Teachers on site should inform parents and children who do arrive at the school of the situation and supervise any pupils who arrive unaccompanied until such time as they can be collected or returned home safely to a responsible adult.

Staff must attend in other closure circumstances and where necessary work off site. If staff are released by the Headteacher to go home they are expected to work from home.

Telephone numbers

Director of Children's Services 01942 486000
Wigan Council press office 01942 827116
Property Services (DBE Services) 01254 958850
Wigan Council Health & Safety Team 01942 827857
Wigan emergency out of hours (Security)
Central Watch - 01942 404040

General telephone numbers

Fire and Rescue Service 999
Local police 0161 872 5050

Gas- 0800111999
Electricity - 08001954141
Water - 03450726083
Local radio: contact Press office

Other useful telephone numbers

School nurse 01942 483558

Wigan Hospital 01942 244000
Whiston Hospital 0151 4261600