



## Emergency School Closure Procedure

### Mission Statement

- Every child will achieve and become a citizen of the future, knowing that they are important to the World and to God.
- To help every person to recognise and celebrate their uniqueness
- To prepare our pupils for the opportunities, responsibilities and experience of adult life inspired by the spirit of Christ.
- To equip our learners for a career in 21st Century.
- To promote the moral, cultural, intellectual, academic and physical development of everyone within our school.
- To encourage everyone to develop lively, enquiring, imaginative and creative minds through high expectations, excellent opportunities and high standards of learning in school.
- To help each other to become independent, self-motivated, self-disciplined and to develop respect for ourselves, others and the environment.
- To develop interests and skills which will enable us to enjoy and make the best use of our leisure time.
- To emphasise the qualities of tolerance and respect for all regardless of colour, race, class, ability or gender and to encourage in the children a sense of responsibility towards themselves and others.

### Our Statement of Equality and Inclusion

Our school is committed to the development and encouragement of all of our pupils and staff. We recognise the positive contribution the school makes to the local community, our stakeholders, parents and partners. By treating all of our school family and friends with dignity and respect we encompass the key aims of the Equality Act 2010 and the general duties. This is also echoed in our school values. Inclusion and accessible learning is key to our success, as is the development of our staff. We work to remove barriers to learning and engagement in all that we do as well as allowing for opportunities for dialogue and better understanding between different people. Everyone is unique and we value this daily.



Revised by: Head, staff & governors:

Date: Nov 2018

Next Review: November 2021 or sooner if regulations / circumstances change

## **Introduction**

The decision to close the school is to be made by the Head Teacher in consultation with the Chair of Governors, gaining additional information from Site Manager and other senior members of staff.

The decision should be based on risk, taking into consideration the conditions at the school and the safety of staff and pupils.

The Schools emergency plan is to deal with incidents where the health and safety of staff and pupils is at risk. Such incidents include, inclement weather, fire, flood, terrorist alert, gas leak and failure of fundamental services such as electricity, water or heating. An emergency is an unforeseen event, the effects of which could not reasonably have been anticipated.

## **Process and action in the event of an emergency closure;**

In the event of an emergency closure being necessary during the school day, the first action of the school is to ensure the safety of all those on the site.

Emergency closure both during and outside of the school day; the school will alert as many parents/carers as possible via text message, to prevent pupils arriving in school or to ensure that they are quickly and safely removed from the school site.

The school staff will be informed via text message informing them of a closure of the school outside school hours. This will be made as early as possible to prevent staff arriving at school.

The school will report any school closure to Hampshire County council by completing the online form at (<http://www.hants.gov.uk/schoolclosures>) this will automatically update the list of school closures on Hantsweb and will notify our local radio stations of the closure.

Nominated members of staff will contact other relevant services to notify them such as; school transport/ taxis, school crossing patrol, any other third parties due at the school.

If we have any difficulties reporting the closure online, email; [childrens.services.enquiries@hants.gov.uk](mailto:childrens.services.enquiries@hants.gov.uk) or telephone 01962 845375.

The school website will be updated giving as much information as possible, also a message will be left on the school answer phone.

Information on the following day and the length of the closure will be published on school website as soon as possible, staff and pupils will be updated via text messaging.

The above procedure does not concern possible closures relating to building work, staff training or other non-emergency situations.

Head Teacher



Chair of Governors



Staff and Pupils



Hampshire County Council



School services and third parties



Website and answer phone



Updates and information updates