

## **CLOUGH PRIMARY SCHOOL**

### **School Closure Procedures Policy - Inclement Weather and Other Emergencies**

In the case of extreme weather, any decision whether or not to close the school will be taken as early as possible. The Principal will consult with the Caretaker as soon as possible and make a decision about whether school will remain open.

In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils, parents and staff. Each school closure is logged on a daily basis after reassessment of conditions of the site, the surrounding area and the roads our pupils, parents and staff travel to come to school.

#### **Emergency Closures outside the school day (e.g. snow closures)**

Once a decision has been made to close the school, the following actions will take place.

The main communication method will be a text alert and will be sent to the main contact for your child. Parents must at all times inform the school if they have a new mobile number.

This is the means by which we will communicate with all parents and ***I urge you not to phone school because we need to keep the telephone lines clear for staff.***

The BBC Radio will then be contacted in order that they can broadcast the closure.

We will also aim to publicise the closure via the school's website.

Therefore, ensure that mobile phones, the main point of contact are turned on. Also tune in to the BBC radio station and if you hear that the school is to be closed, it is always helpful to contact others you know to check the message gets through effectively. Finally check the school website.

## **Emergency Closures within the school day**

If the school has to be closed during the school day, the school will begin a procedure for contacting parents as soon as possible that the school is being closed, through text alerts.

In such occasions, our main aim is to ensure the safety of the children on the school site whilst waiting to be collected.

## **Decisions to close the school**

The decision to close the school is a serious one. Our main consideration will always be the health and safety of our children, parents and staff.

Please be aware that all schools are different and can be affected by such situations in different ways, depending on whether children come to school by bus or whether staff live a long way away etc.

Hopefully, it will not be necessary to close the school this winter but it is always best to prepare for the eventuality just in case.

If you have updated your mobile telephone number please ensure you advise the Secretary who will then update our system with the new number.

This Policy will be reviewed  
at least every 3 years. Agreed Signed:  
by the Governing Body Chair of Governors