

**St Paul's Church of England
Primary School**
an academy in the Good Shepherd Trust



Emergency School Closure Plan

Responsibility of: SLT

Effective from: 28/02/18

Revision date: 30/11/18

Renewal date: 28/02/19

Emergency School Closure Plan

Actions if the school is to close

1. **In the event of extreme weather conditions or other issue necessitating the closure of the school, parents will be informed by the following plan:**

Actions:

- Wherever possible the decision will be made and communicated the night before
- All communications will be made as early as possible in the morning
- A text will be sent to all parents and staff if the school is to close or open later than normal
- A closure or late start message will be posted on the school website.

2. **In the event of closure during the school day:**

Actions:

- A text will be sent to parents to advise of an early closure
- A message will be placed on the school website
- When ready to leave school, parents will be advised of specific waiting areas / dismissal points if normal collection points are not accessible
- The bell will be rung at the agreed school closure time (parents to remain outside until the bell has sounded)
- Parents may be allowed into the school to collect their children from designated areas if normal collection points are not accessible
- **Year 5 & 6: If your child normally walks to and from school alone and you do not wish them to do this, please let the school office know.**

Decision making process

The decision to close the school will be made taking the following into consideration:

- whether the school can open safely e.g. the availability of staff is key, can sufficient staff travel safely to and from school to ensure an appropriate pupil/staff ratio?
- would a partial closure, rather than a full closure, be possible? e.g. opening for certain year groups only, or starting late and finishing early?
- Whether all school services are functioning adequately e.g. heating, water, electricity, kitchen facilities etc.