



The Whiteoak Academies of Hannah More Infants & Grove Juniors

Growing and learning together, aspiring to excellence.

Emergency School Closure Policy Statement

RATIONALE

Hannah More Infants and Grove Junior Schools have a duty of care and responsibility towards pupils, parents/carers and staff and within this context seek to provide a healthy and safe environment.

OBJECTIVES:

1. To ensure the health and safety of staff, parents/ carers and pupils.
2. To ensure staff and parents/ carers are aware of emergency school closure procedure and action to be taken.
3. To clarify roles and responsibilities in the event of school closure.

GUIDELINES

The decision to close the school must be taken by the Headteacher, or in their absence the most senior members of staff present, in consultation with the Chair of Governors and reported to the LSP and North Somerset. (Appendix 1)

- A decision to close the school is made if it is believed there is risk to the health and safety of staff, parents/ carers and pupils.
- The school will make every effort to remain open even where the number of pupils and staff present are less than normal and alternative arrangements have to be provided.
- The LSP expects all its employees to make every effort to get to work even when there are difficulties with private and public transport. It is for the Headteacher to decide whether reasons given by staff for their inability to arrive at school are reasonable, and depending upon this decision, notify on the absence forms whether the absence is to be with or without pay. Notification of staff absence must be through normal channels.
- In the event of the Headteacher experiencing difficulties reaching school the most senior members of staff with ready access to the school will be designated to assess emergency situations
- The school has a plan of action to notify all staff of procedure to cope with emergency school closure (Appendix 2).
- Parents will be advised that during severe weather conditions they should refer to the school website www.hannahmoreandgrove.co.uk and listen to local radio stations for information about alterations to the pattern of school provision. This information will be reiterated through the school newsletter.
- Every effort will also be made to ensure the school telephone system is manned within normal school hours although staff and parents/ carers are advised not to rely upon this as the only source of contact given the number of calls which could be received.
- In the event of school closure during the school day staff must always ensure pupils are sent home with their respective parent/ carer or with a named person as directed by parent/

carer.

- This guidance has been written in the context of responding to extreme weather conditions in line with North Somerset policy, but the principles outlined are valid for other emergency closures.

- The Headteacher will action the North Somerset School Emergency Procedures or Disruption Guidance.

MONITORING AND EVALUATION

- The policy will be reviewed as part of the Whiteoak Academy policy review cycle.

- The Head teacher has responsibility for monitoring this policy and ensuring its objectives shared with staff and parents/carers.

This policy statement is to be shared in conjunction with the School Emergency Plan.

Date adopted by Governing Body: 16/01/2019

Date to be reviewed by the Governing Body: January 2019