

## School Closure Policy

### Introduction

On occasion the Head Teacher may need to shut the school during term time. This could be due to adverse weather conditions, or due to the building suddenly becoming unsafe, for example due to fire or flooding. This policy sets out the procedure for school staff to follow when making a decision to shut the school in such an eventuality.

The Head Teacher will investigate weather conditions and forecasts from reliable sources and make the decision by 6.15am at the latest on the day of closure, earlier if possible:

If a decision is made to close, the Head Teacher must immediately communicate the decision across to all of the stakeholders of the school.

#### In the event whilst the school is in progress then:

All school staff must follow the school's evacuation procedures and congregate outside at the fire assembly point. Headcounts and registers must be taken.

School staff must then, using information inside the school registers, contact all parents via text message, email and phone call to collect their children.

### Monitoring & Review

It is the responsibility of the Head Teacher to ensure the implementation of this policy and to review it every two years.