

St. Stephen's CE Primary School Tockholes



School Closure Procedures

Introduction

At St. Stephen's CE Primary School Tockholes it is of paramount importance that school remains open where possible but accepts that it may be necessary to close due to circumstances beyond our control. Reasons may include (but this list is not exhaustive):

- Severe weather including snow, flooding or storms
- Accommodation problems, for example loss of power supply, heating failure or fire damage
- Disruption to staffing levels due to strikes or a severe sickness outbreak

Factors involved in deciding to enforce a school closure will be based on:

- Access to school - road conditions (obstacles such as snow, ice, flood waters, availability of transport)
- Breakdown of essential school services - loss of heating, power, water or severe damage to the school building caused by a storm or other event)

Closure of School due to severe weather

At times when weather conditions are so severe the Headteacher may consider that the Health and Safety of the pupils and staff are best served by closing the school. This may be because of an advance severe weather warning to close the school the following day; not to open at all following overnight weather conditions or to close early on the day.

The decision to close school will be made by the Headteacher in conjunction with the Chair of Governors (or vice-chair of governors in the chairs absence) and the Local Authority will be informed.

Procedure for informing parents / carers

The Headteacher will inform the Office Manager who will then send a text message to all parents / carers. The school website www.tockholeschool.org.uk will have the closure information on the Home Page and this will be updated throughout the enforced closure.

An announcement will also be made on BBC Radio Lancashire.

(It is the responsibility of parents to ensure that mobile telephone numbers and email addresses are kept up-to-date with the school office).

Should it be necessary to close school early the Headteacher will:

- Ensure that as many parents as possible are telephoned / receive a text message and / or email
- Staff will be available to supervise pupils who cannot go home early. The safety of pupil's will be considered at all times.

Any further notices will be updated via the school website and via text message / email.

Pupil Safety

St. Stephen's CE Primary School Tockholes will do everything possible to ensure the safety of all our pupils, but it is ultimately the responsibility of parents / carers to make suitable contingency plans to ensure their safe return home.

Parents / Carers may decide not to send children to school if the conditions are serious and / or if the forecast is for more snow or bad weather. Parents need to inform school no later than 9:30am if children are going to be absent.

This policy was agreed by the Buildings, Health & Safety Committee on 23rd February 2016.

Review Date: