



# Emergency Closure Procedure

We understand that closure can inconvenience parents and carers in making alternative arrangements and creates additional challenges for staff and pupils in delivering and learning an already packed curriculum. We hope that normal school opening hours will not be disrupted by severe weather conditions, particularly within winter months.

It is the policy of the school to make every *effort* to remain open whenever possible, however the safety of all pupils, parents and staff remains paramount.

The decision to close the school either before or during the school day will be made by the Headteacher.

The school will only be closed if one or more of the following conditions apply:

1. Insufficient staff (DBS checked, first aid trained and fully qualified) are able to travel in to keep the school running safely.
2. Conditions on site are considered too dangerous for the safety of pupils, parents and staff.
3. Conditions are considered to be, or are anticipated to later become, too hazardous for travel.

If the school is to close, a decision will be made by 7.15am and the following will apply:

- All parents will be sent an email message using our school communication system
- The closure will be reported on the Local Authority website:  
<https://www.gloucestershire.gov.uk/closures/>
- This website automatically updates the twitter feed @Glos\_schools
- The closure will be reported on Gloucestershire Local Radio (as early as possible in the morning)  
BBC Radio Gloucestershire  
Heart Gloucestershire/Wiltshire
- A closure notice will be posted on the school website

The school will make all practicable efforts to keep parents informed regarding opening during adverse weather conditions as early as possible, as we appreciate the uncertainty places considerable difficulties upon parents. However, parents are expected to check the website and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. When the school is officially closed, all absence is counted as authorised absence.

In the event of snow, main pathways within school will be cleared and salted. Parents, children and visitors should be aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in Assembly.

Before and after school opening hours, parents are responsible for ensuring their children do not slide on the school and public access paths. NB it is not the school's responsibility to clear and salt public access paths to the school.

Playtimes may be changed during snow, please ensure children have boots and warm outdoor clothes in school in order that they may enjoy playing on the field if appropriate weather conditions allow. During adverse weather conditions, playtimes may be held inside.

In the event of the school having to close during the day due to unforeseen worsening weather or unforeseen circumstances, we will send an email message to all parents using our school email system, asking for them to collect their children. We will contact parents by phone either at home or work if their children are still in school when the majority have been collected. Please note - closure will only be contemplated in very extreme circumstances.

We will do our best to keep school open but the safety of the children and those who accompany them to school and of the staff has to be the priority.