

School Closure During Term Time (DRAFT)



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY

School Details

Headteacher:	Jo Code
Deputy Headteacher	Roy Bellmon
Policy Date:	January 2024
Policy Status:	
Policy Review Cycle:	Every 2 years
Next Review Date:	January 2026

Introduction

Any decision made to close the school is a significant one as not only does it interrupt learning but we also appreciate that it causes considerable difficulties for our parents/ carers. Guided by the local authority, we have a robust School Emergency Management Plan in place. It is always our aim to remain open, however in the event of extreme weather or other situations e.g. lack of water, flooding etc, we will make any decision to close the school after considering the safety of students and staff on the school site. The decision will be made by the Headteacher and in her absence, a Deputy Headteacher. They may liaise with the local authority and other Headteachers when making their decision.

Preparation for extreme weather

Site staff will use grit and salt on paths around the school site. If the weather is inclement, students will be allowed into school early. Students should take extra care as it may not have been possible to grit all areas. Public roads and pavements may not have been gritted.

Students should ensure they bring coats, hats, scarves and gloves when we are forecast snow or cold weather.

We would advise students to bring a snack in case catering facilities are interrupted.

Incidents overnight that may cause the school to close

There are reasons where we feel we have to close our school in order to keep students and staff safe. School may be closed due to inclement weather, e.g. heavy snowfall, flooding of our school, site etc.

- If possible, the Headteacher and or members of SLT will make their way to school along with site staff in order to check the security of the building and notify any students who may turn up. This will be on the proviso that it is safe to do so.
 - Parents/Carers will receive a message via parent pay that school is closed. This will be sent by a nominated member of staff. Please ensure that school always has your latest contact details.
 - If possible, a message will be placed on the school website by a nominated member of staff
 - The Local Authority (SIL) will be notified. If they are not notifying local radio on our behalf, we will always attempt to notify local radio of any closures.
 - If possible, a message will be recorded for our switchboard, to notify all callers of our closure.
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Steps to keep the school open

On very few occasions, a decision may have to be made to send students home from school early e.g. such as heavy snow falls that are forecast to continue to fall during the school day. This decision will never be taken lightly as we appreciate that many parents work and will not be at home immediately to welcome children. We will always try and take temporary measures to keep the school open such as:

- Combining classes when we have a shortage of teachers
- Using other school staff to provide cover for supervision
- Rearranging the curriculum to work around staff shortages or a lack of useable space

Incidents during the school day (e.g. adverse weather, power loss)

If we are unable to keep the school open, in this instance:

- We will check our snow permissions so that we know which students are not allowed to leave school on their own.
- We will send a parent pay message to all parents/carers to notify them of an imminent school closure.
- We will send an email to staff with the list of students who do not have permission to leave school. These students will remain in the class with their teacher.
- Students with permission to leave will be dismissed and will leave school via the student entrance. Staff will be on duty to supervise students as they leave.
- Students without permission to leave will be brought by their teacher to the dining room. Staff will be on duty to supervise them. When their parents/carers arrive at reception, they will be allowed to leave with them.
- Members of SLT and site staff will remain in school until the last student has left.

Work for Students

If students are unable to be in school, they should check Show My Homework where staff will have endeavoured to set work online. Please be aware that the situation may have affected power or internet access in school or the local area. If staff have been unable to set work, students should always attempt to make use of online learning websites that they are familiar with.