



# Rednock School

Quality, Partnership, Success

E-mail: [admin@rednockschool.org.uk](mailto:admin@rednockschool.org.uk)  
[www.rednockschool.org.uk](http://www.rednockschool.org.uk)

Proposed Policy:	Emergency Closure	Responsibility Of:	Headteacher
Date of Ratification:	July 2022	Date of Review:	July 2023

## EMERGENCY CLOSURE POLICY

### Policy Statement

The Head Teacher, or in his absence the Deputy Head Teacher, has the power to close the school if it is not possible to guarantee the health and safety of the students or staff.

There may be a variety of reasons why it may be necessary to close the school, including:

- Severe weather including snow, flooding or storms;
- Disruption to transport, for example through petrol or diesel shortages;
- Accommodation problems, for example loss of power supply, heating failures or fire damage;
- Government directive to close the school.

The School will endeavour to remain open where possible. School contingency plans will be passed on to staff, parents and students.

The safety of our students and staff is essential. Factors involved in reaching a decision to close the school will include:

1. Conditions on site are considered to be too dangerous for safety (this will also include heating and utility factors caused by adverse weather);
2. Conditions are considered to be too dangerous for safe travel or are likely to worsen if the School is already open;
3. Advice and recommendations received from other agencies, including Gloucestershire County Council, local police and emergency services, transport organisations;
4. Insufficient staff able to travel in to keep the School operating safely or to cover lessons for absent colleagues.

## **Closure due to severe weather**

In the event of adverse weather conditions, it is school policy to make every effort to remain open if possible. A decision to close will be made by 7.00am at the latest on the basis of information received from the media about weather, supplemented by on the spot observation from members of the Site Team.

The school is fully aware that closure can disrupt teaching and learning and create additional challenges for students, parents and carers. Students are expected to continue with their learning whilst at home. The arrangements for this will be communicated by email.

## **Communication Arrangements**

When there is potential for school closures due to severe weather conditions or any other exceptional circumstance, the school will communicate the closure quickly and clearly with parents and staff via the following channels:

- Gloucestershire County Council website - <https://www.gloucestershire.gov.uk/closures/>
- Rednock School Website – [www.rednockschool.org.uk](http://www.rednockschool.org.uk)
- Facebook – <http://www.facebook.com/rednockschool.org.uk>
- Text and Email
- Twitter: @rednock\_school and @Glos\_schools
- BBC Radio Gloucester – 104.7FM
- Heart Radio Station – 102.4FM

Managers will be contacted by phone call or text from their SLT line manager and must disseminate the closure to their line reports (please refer to Performance Management Tree structure) via phone or text. Staff should provide the preferred contact number to their performance line manager for use in these circumstances.

## **During School Day Closure Guidance**

On occasions, it may be necessary for the school to close during the school day, i.e. if the weather is deteriorating and there is doubt as to whether students can be returned home later in the day. In such circumstances, the school will make every effort to publicise any sudden closure. If this happens, the school will use texts and email to alert parents and update the school website. The school will also make the announcement via the School

and County Council websites (details as above) and via local radio stations (details as above).

The safe and speedy dismissal of students in the event of an emergency closure depends on the school and parents working in partnership. Parents should provide the school with any specific instructions in respect of their child should the school require to close during the day. **Parents are also required to give the school an up-to-date emergency contact.**

The provision of adequate supervision by members of staff will be made for those students who cannot go home immediately and have therefore to remain at school.

### **Staff Attendance**

Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, **unless advised to the contrary by the Head Teacher\***, then the expectation is that staff will present themselves for work if they are able, with reasonable safety, to make the journey to school.

**\*Staff arrangements will be confirmed via email (school email address).**

Contract staff affected by the closure will be informed as soon as possible, once staff and families have been contacted.

### **Clearance of Snow**

Within the school site, the school is responsible for snow clearance and the clearing of approach paths is the specific task of the Site Team. When severe weather is forecast, the Site Team will be tasked to lay salt and grit on arrival.

If there is any question of students' safety being at risk, for instance outside areas are unsafe, the School has a responsibility in inclement weather to keep the students indoors.

### **In the Event of the School being Closed**

If the school is closed, it is the responsibility of the Head Teacher to ensure that the following events are carried out:

- The decision is ratified with the Chair or Vice Chair of Governors;
- Alerts are sent to Parents and Staff;
- The School and County Council website is updated;
- The information is passed to relevant media agencies as soon as possible;

- The Administration Team contacts the transport companies to notify them of the school closure (no later than 7am for the morning school run);
- The School Office answer phone is amended to advise closure;
- The Site Team will contact the Catering and Cleaning companies to notify them of the school closure;
- The Site Team will notify the AWP and Sports Hall Attendants and facility hirers of the school closure;
- Notices are placed on the school entrances advising parents, students and visitors that school is closed.
- SLT/Teaching and Learning leads to inform the Admin team to update parents regarding how to access any on-line learning provision.