

Ravenshall School
Emergency School Closure policy

Emergency closure occurs in exceptional circumstances:

- Where there is a loss of an essential service to the school **which cannot be compensated by alternative provision** or
- When there are severe weather conditions adversely affecting the access to the school

In this policy there is a difference between ‘**closed to pupils**’ and ‘**closed to staff**’. For staff, closure days can be working days.

LOSS OF ESSENTIAL SERVICES

If the advice for the Schools Development Section is that the school should be closed due to a loss of a particular service ie water, electricity, gas etc the head should implement the schools procedure for emergency closure. It may be however, that temporary provisions are made during this time i.e water containers, portable heaters (where appropriate) etc.

SEVERE WEATHER CONDITIONS

There are times when weather conditions are so severe that the headteacher may consider that the health and safety of the pupils and staff are best served by closing the school. This may be to close early on the day, not to open at all following overnight weather conditions, or because of a severe weather warning, to close on the following day.

SCHOOL PROCEDURE

If the school is not to open for the day, the headteacher will:

- Contact the caretaker
- Contact the drivers and if necessary the escorts of the school transport before 7.30am (*rather than cancel the transport, the escorts could be used to advise parents of the situation, by completing their usual route*).
- Ensure that as many parents as possible are telephoned before 8.00am (*staff other than the headteacher will be asked to make calls, ensuring that the office telephone is left free to receive incoming calls and the Headteacher is free to receive and act upon the latest information*).
- Phone Home FM, Pulse, Radio Aire and Magic 828 and Radio Leeds to put the closure message out on air
- Start off the telephone tree and inform the staff that the school is **closed for pupils**

If the school is to close early, the headteacher will:

- Contact the caretaker
- Contact the drivers and if necessary the escorts of the school transport
- Ensure that as many parents as possible are telephoned
- Pupil's safety will be considered at all times. There will be staff available to supervise pupils who cannot go home early

POINTS FOR CONSIDERATION

- Strategies for pupils who do turn up for school – ie their own transport
- Emergency closure days are for pupils: they can be working days for staff
- The deployment of staff on severe weather closure days will depend upon the particular circumstances of schools and individual staff. Consideration will be given to domestic circumstances, travel arrangements and the safety of staff
- Staff should inform the head that they are **not able** to get into school if the conditions are such that coming to school is unsafe

CONDITIONS OF SERVICE

Teachers

Neither the Teacher's National or Local Conditions of Service specify what should happen in the event of teachers being prevented from attending their schools as a result of extreme weather conditions, or being able to attend at work because their schools have been closed.

Other School Staff

Such staff are required to make up lost time if prevented or delayed from getting to school by bad weather. They will be given every opportunity and flexibility to do so.

Support and Ancillary Staff

i.e. kitchen staff

The deployment of these staff is the responsibility of their line manager.

Management closes the school

Where the school has been declared closed to staff, staff are denied the opportunity to work and therefore are not required to make the time up.

Reviewed September 2018