

**School Closure Procedures - Inclement Weather and Other Emergencies**

In the case of extreme weather, water or heating faults, any decision whether or not to close the school will be taken as early as possible. The Head Teacher will consult with our site staff at 7:30am and make a decision about whether school will remain open. The prime reason for closure will be based on maintaining the safety of the pupils and staff. Each school closure is logged on a daily basis after reassessment of conditions of the site, the surrounding area and the supervision of pupils.

**Emergency closures outside the school day (e.g. snow closures)**

Once a decision has been made to close the school, the following actions will take place.

We will announce the closure on the school website [www.st-josephs.nottingham.sch.uk](http://www.st-josephs.nottingham.sch.uk). Local radio stations will also be informed and may be used as a secondary source of information, whilst regular updates will be posted via, Twitter and Facebook.

As well as the closure being published on the website, local radio stations including Trent FM and Gem 106 will broadcast the closure. If there is no mention of the school on any of these channels, then we are open for business as usual. This is the means by which we will communicate with all parents and ***I urge you not to phone school because we need to keep the telephone lines clear for staff.***

As a further communication method, a text alert via ‘Schoop’ will be sent to the main contact for your child. Experience however suggests that this is not always reliable at times of high demand on mobile networks and demands are greater when travel arrangements are disrupted.

If you hear that the school is to be closed, it is always helpful to contact others you know to check the message gets through effectively.

**Emergency Closures within the school day**

If the school has to be closed during the school day, the school will begin a procedure for contacting parents as soon as possible, through text alerts as well as through contacting local radio stations and posting information on the school website.

On such occasions, our main aim is to ensure the safety of the children on the school site whilst waiting to be collected.

# Decisions to close the school

The decision to close the school is a serious one. Our main consideration will always be the health and safety of our children and staff. Please be aware that all schools are different and can be affected by such situations in different ways, depending on whether children come to school by bus or whether staff live a long way away, etc.

Hopefully, it will not be necessary to close the school this winter but it is always best to prepare for the eventuality just in case.

If you update your mobile telephone number please ensure you advise the school office who will then update our system with the new number.

# Safety of the site

During cold weather gritting is in place to minimise the dangers of slipping on the outside areas and on access routes. Children may also be prevented from playing outside if it is deemed unsafe.

This policy will be reviewed at least every 3 years.

A E Crawshaw

December 2017

Next Review December 2020