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Emergency Closure Policy

Weston St Mary
CE Primary School

Reviewed by:	Date:	Changes made:
AC	July 2025	No amendments
LB	March 2021	Updated front page and wording
Curriculum and Standards	2017	New Policy

Schools serving their communities through excellence, exploration and encouragement within the love of God

I can do all things through him who strengthens me ~ Philippians 4:13

EMERGENCY SCHOOL CLOSURE POLICY

Introduction

It may be necessary to close school for a variety of reasons 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

School should, however, endeavour to remain open where possible. School contingency plans should be passed on to staff, parents and pupils.

Closure Due To Severe Weather

The decision to close a school will normally rest with the CEO at the Academy Trust and Executive Head Teacher or in her absence the Head of School and be confirmed with the Chair of Governors or if he is unavailable the Vice Chair. The decision should be made where possible before 7.00 am and on the basis of information received from the media about weather, supplemented by on the spot observation, either personally or from staff members better placed to make such observations and through appropriate external agencies such as the Met Office.

Factors involved in reaching the decision to close the school are likely to be:

- Access to the school, i.e. road conditions (obstructions, snow, ice, flooding etc)
- Breakdown of school essential services (heating, electrical services, water, storm damage etc)

The Head Teacher will advise staff and Governors through the information pyramid, and advise parents and pupils to check the school website (Weston St Mary CofE Primary School – Inspire. Believe. Achieve), listen to local radio stations and monitor their websites details of any closures will be published:

- www.lincsfm.co.uk
- Lincolnshire | Latest News & Updates | BBC News
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The whole school community, including the After School Service, should be made regularly aware of this procedure as incidents can occur with little or no warning.

During School Day Closure Guidance

On occasions it may be necessary for school to close during the school day i.e. if the weather is deteriorating and there is doubt as to whether children can be returned home later in the day. In such cases schools need to ensure that children are collected from school. The school emergency management plan may also apply.

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.

Contract Services and Staff (Willoughby Foods & Smart Cabs) need to be advised of any emergency requirements.

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 caretaker. When severe weather is forecast, the caretaker should be tasked to lay salt and grit on arrival.

The clearance of public roads is the responsibility of the Highways Department.

If there is any question of children's safety being at risk, for instance if they are let out at break time and the playground area is unsafe, school has a responsibility in inclement weather to keep the children indoors.

In the Event of School Being Closed

If school is closed it is the responsibility of the Headteacher to ensure that the following events happen

- The decision is ratified with the Chair or Vice Chair of Governors
- The school website is updated
- The information pyramid is activated
- The information is passed to relevant media agencies as soon as possible

These tasks do not all have to be completed by the Head Teacher, although they have the overall responsibility for ensuring each has been carried out. This policy should be used in conjunction with the Critical Incident plan