

Emergency School Closure Policy (updated 15.11.15)

The School may be unable to open, or have to close, for a variety of reasons, including:

- Breakdown in the heating
- Frozen or burst pipes
- Inaccessibility of roads and / or the site due to very heavy snowfall or other adverse conditions.

The Headteacher and Chair of Governors will make the decision to close the school, having taken into consideration information from local contacts, weather stations, road agencies, local radio stations, the police, the Local Authority, and the availability of staff. If necessary they will telephone each other between 6.00am and 7.00am. If staff are unable to get to school they must ring or text the Headteacher as soon as possible after 6.00am. (The Headteacher will acknowledge voicemail or texts. If you do not receive an acknowledgment keep trying until you do.)

- Following the decision to close:
 - This will be announced on Radio Suffolk 95.5 – 104.6 (at 10 past and 20 to the hour)
 - The Headteacher / Senior Teacher will notify office staff.
 - Office staff will notify Parents / Carers and Staff by text.
 - The Local Authority are informed and the information is placed on the Suffolk web site. <http://schoolclosures.suffolk.gov.uk/>
 - An announcement will be posted by Office staff on the school website.
- It may be that the school is open but some pupils and staff are unable to get into school.
- The Headteacher will assess the staff-to-pupil ratio to ensure they are able to operate safely. It may be that they will need to advise that some groups of pupils remain at home.
- The Headteacher will conduct a Health and Safety risk assessment.
- During severe weather conditions, if the school is open, staff are expected to do their best to get to work but should not put themselves at risk by doing so. If you are unable to get to school you should inform our office by phone.
- Any member of staff in school will be responsible for answering any telephone queries and dealing with any children who arrive at school.
- If the weather conditions are such that it is not appropriate to open the school, staff are expected to use the time to undertake appropriate work-related activities at home.