

## EMERGENCY SCHOOL CLOSURE POLICY

### Taking the Decision to Close the School

The Headmaster & Deputy Head in consultation with other members of staff will take the decision to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely necessary in the best interests of the pupils and staff.

However this decision will be supported by the latest and most accurate information available. The presumption should be in favour of keeping the school open unless, in the Headmaster's view, to do so would put the health, safety or welfare of pupils and/or staff at risk. In reaching this decision, the Headmaster & Deputy Head will take full account of local circumstances and, in particular, the following considerations:

**(a)** Both short and longer term weather information: Further information on this will be sought from the Greenwich Local Authority Schools website and BBC local weather updates. Attention should be paid to ascertaining what would be a safe and appropriate time to send pupils and staff home.

**(b)** Advice regarding local transport and the safety of local roads: Whether buses and trains are running, and whether it is safe to drive on local roads.

**(c)** Arrangements for pupil safety: The absolute priority is to ensure that provision is made for each and every child. Where children cannot be collected immediately, they will be kept at school and supervised until collection can take place.

**(d)** Whether the school is accessible, and has working heating/electrics/water.

The closure or opening of other schools in the proximity will not be the key factor in such taking decisions, although this may be taken into account. It is the responsibility of all teachers to make every effort to attend for duty.

Advice to parents: It is recognised that parents have a key role to play in the event of severe weather. If they have concerns about bringing their children to and from the school, they should "play safe" and keep them at home, informing the school that they are doing so. The fact that several parents take this view does not, however, mean that the school will be closed, unless the considerations listed above indicate that this is the only sensible decision.

### Communication Arrangements

It is essential that, when there is potential for school closures due to severe weather conditions, we are in a position to communicate quickly and clearly with parents.


The Pointer School website is an important information channel in these situations. Any decision to close should be taken as early in the day as possible, or if feasible notification should be provided the evening before. The Emergency School Closure procedure should be used to communicate the decision. This will involve putting an announcement on the website, and emailing class reps.

### Closure during the school day

Safe and speedy dismissal of pupils 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

*The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.*

respect of their child should the school require to close during the day. Parents are required to give the school an emergency contact. It may be that a parent who collects his/her children offers to give shelter to other children. The agreement of the parents of these children should be sought before releasing pupils in this way. Provision of adequate supervision by members of teaching staff should be made for those pupils who cannot go home immediately and have therefore to remain at school.

Signed: 

Date: August 2017

Mr R.J.S. Higgins  
Headmaster and Proprietor

## **APPENDIX: EMERGENCY CLOSURE NOTIFICATION PROCEDURES**

If the reason for closure is due to the weather, a decision should be made by 7am. Mr Higgins & Charlotte Crookes will discuss the decision taking into account the BBC weather prediction, the Greenwich Council website (to see what other local schools have closed due to the adverse weather), and information about local travel (e.g. if buses and trains are affected).

Steps to follow in the event of school closure:

- Charlotte to put appropriate message on the website to inform parents and staff. If any difficulty contact Alex for advice.
- Carol Higgins to put message on answer phone, using the instructions under the phone.
- Charlotte to email parents using "class reps" list group email.
- Charlotte Crookes to email staff using "all staff" group email (and adding those without a school email, such as peri teachers). A few staff do not have email addresses, and these are shown below. You can phone these if you wish.

Alison Newing  
Caroline Rutherford  
Suzanne Taylor Thorpe  
Maureen?