



Regency High School Emergency School Closure Policy

**Written by: Sara Harding, Headteacher
Agreed by: Governors**

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Table of Contents

1. Taking the Decision to Close the School	3
2. Communication Arrangements	3
3. Closure During the School Day	4
4. Re-opening Arrangements	4

Regency High School Emergency School Closure Policy

1. Taking the Decision to Close the School

The Headteacher, in consultation with the Deputy Head and Site Manager, 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.

This decision will be supported by the latest and most accurate information available. The aim should always be in favour of keeping the school open unless, in the Headteacher's view, to do so would put the health, safety or welfare of pupils and/or staff at risk.

Possible circumstances that could result in an emergency closure of the school could include;

- Adverse weather such as snow
- Power failure to school
- Heating failure during colder months
- Failure of water supply to school

In reaching this decision, the Headteacher & Deputy Head will take full account of local circumstances and, in particular, the following considerations:

(a) Both short and longer term weather information

(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.

2. Communication Arrangements

It is essential that, when there is potential for emergency and unexpected school closures, we are in a position to communicate quickly and clearly with parents and carers.

Any decision to close will be taken as early in the day as possible, and if feasible, notification will be provided the evening before. The decision will be communicated to parents by the following means:

- An announcement will be placed on the website
- A message will be left on the school answerphone
- Parents, carers and staff will receive a text message

3. Closure during the School Day

Safe and speedy dismissal of pupils in the event of an emergency closure depends on clear communication from school to parents/carers. The following protocols should be applied:

Parents are required to give the school an emergency contact – either a landline, mobile number to call or text or email address or all of the above.

School will contact the transport department at the Local Authority to arrange for buses and taxis to come to school, as soon as possible.

No pupils will be released from the school site unless contact has been made with parents/carers to ensure arrangements are in place to receive the pupil home. Parents will receive a text message that they must respond to agree to the dismissal of their child. All available outside telephone lines will be made available for staff to follow messages to ensure dismissal is as swift and safe, as practicable.

If contact cannot be made with parents/carers to arrange the safe dismissal of their child, parents/carers will then be required to collect them from school.

For any independent travellers, school staff will check that bus passes are valid for the time of day the closure takes place and also contact parents/carers to ensure they are happy for the pupil to travel home, before the pupil can leave the site.

Adequate supervision by members of staff will be made for those pupils who cannot go home immediately and therefore have to remain at school.

4. Re-opening Arrangements

As soon as the Headteacher, in consultation with the Deputy Headteacher, Site Manager and any appropriate contractors, is satisfied that it is safe for all pupils and staff to return to school, a message will be placed on the school website and parents will receive a text message to inform them of the decision. The school will contact the transport department at the Local Authority to ensure that all vehicles and their staff are alerted to the re-opening.