

DUNMOW ST. MARY'S PRIMARY SCHOOL



Emergency Closure Policy

1. Introduction

It is the governor's policy to keep the school open whenever possible. There are however, times when due to a critical incident e.g. fire/ flood etc. or during bad weather conditions that an emergency closure of the school may be necessary.

The school may be closed if:

- Insufficient staff are able to reach school in time to keep the school running safely.
- Conditions on site are dangerous.
- Conditions are considered to be or are reasonably anticipated to later become too dangerous to travel.

2. Decision to Close Outside of School Hours

In the event of a critical incident or bad weather overnight, the decision to close will be taken by the Headteacher as early as possible in the morning.

2.1 Informing Parents/Carers

- All governors, staff and contractors will be informed by the telephone/messaging chain outlined in the school's critical incident management plan.
- Parents will be informed by e-mail and text message. All parents are urged to sign up to either or both these services.
- A message will be posted on the school website and the school will notify Essex County Council who will list the closure on their website. The website link is: <http://www.essex.gov.uk/Education-Schools/Schools/Dates/Pages/Emergency-School-Closures.aspx>

The Emergency Closures page will update as and when notifications are received, therefore it is recommended to continue to check or refresh the page. (Please note that Heart FM radio and website will no longer list school closures).

2.2 Children Arriving at School

In the event of an emergency closure those staff able to reach the school will still attend to ensure that parents/carers with children or unaccompanied children are met at the school gates. Those with parents/ carers will have the situation explained to them and will be refused admittance. Unaccompanied children will be looked after in a safe and supervised place until their parent/carer has been contacted and they are collected.

3. Decision to close during the school day

In the event of a critical incident or bad weather developing during the day, the decision to close will be taken by the Headteacher or most senior member of staff on site.

3.1 Informing Parents/Carers

Parents/Carers will be informed by text message or e-mail (see above) and the closure will be posted on the school website.

3.2 Collection of Children

Parents/Carers will be asked to collect their child/children who will remain at school until collected. If parents wish another person to collect their child, they must inform the school office themselves. If parents/carers arrive at the classrooms to collect children they must be directed to the school office to ensure that every child is accounted for.