



## NORTH WINGFIELD PRIMARY SCHOOL

**November 2016**

### **School Closure Procedures Policy – Inclement Weather and Other Emergencies**

In the case of extreme weather, any decision whether or not to close the school will be taken as early as possible. The Headteacher will consult with our caretaker at 7am and make a decision to remain open or close the school. In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff. Each school closure is logged on a daily basis after reassessment of conditions of the site and the surrounding area including the supervision of pupils.

#### **Emergency Closures outside of the school day (e.g snow closures)**

Once a decision has been made to close the school, the following actions will take place.

We will announce the closure to Derbyshire County Council who will then publish the information through their social media channels and Mobile Derbyshire. Additionally, they will contact local radio stations who will then broadcast the information.

As well as the closure being published through Derbyshire and the local radio a text alert will be sent to the main contact for your child. Information will also be published on our school website.

**We urge you not to phone school as we will need to keep the telephone lines clear for staff.**

## **Emergency Closures within the school day.**

If a decision is made to close during the school day, the school will begin a procedure for contacting parents as soon as possible through text message alerts, Derbyshire's channels to local radio stations and through our school website.

In such occasions, our main aim is to ensure the safety of the children on the school site whilst waiting to be collected.

## **Decisions to close the school**

The decision to close the school is a serious one. Our main consideration will always be the health & safety to our children and staff. Please be aware that all schools are different and can be affected by such situations in different ways, depending on whether children come to school by bus or whether staff live a long way from school etc.

Hopefully it will not be necessary to close the school this winter but it is always best to prepare for the eventuality just in case.

If you update you mobile telephone number please ensure that you advise the school office who will update our system with your new number.