

Emergency School Closure Procedure – information for parents

1. Introduction and Purpose

- a. The purpose of this document is to provide parents and carers with an understanding of the procedures school will follow when dealing with the emergency closure of the school.
- b. The school only closes under exceptional circumstances and all staff are expected to make every reasonable effort to attend work, whilst keeping themselves safe.

2. Scope

- a. The decision to close the school is always made considering health and safety of students, staff and visitors to the site.
- b. Judgements are taken on the suitability of the campus and its buildings for the usual daily operation of the school.
- c. Judgements are also taken considering transport to and from the site.
- d. Where there are insufficient members of staff due to the emergency situation to guarantee safety across the site, options short of complete closure will be considered.

3. Closure while the school is open

- a. Parents and carers will be contacted at the earliest given opportunity to inform them of the decision to close.
- b. Students who are unable to go home, or be collected, can remain on site and will be supervised by staff available, until collection is possible.
- c. Text messages and emails will be sent to parents and carers.
- d. The school website will be updated with information on the front page.

4. Closure before the school is in session

- a. The Head teacher will make the decision to close, or partially close, the school as early as possible before the start of the school day. In some instances, this may include the day or evening before.
- b. Parents and carers will be contacted at the earliest given opportunity to inform them of the decision to close, or partially close.
- c. Text messages and emails will be sent to parents and carers.
- d. The school website will be updated with information on the front page.

5. Other information

- a. Local radio stations will be informed as early as possible, but usually before 6.30am (BBC Radio Newcastle, and Metro Radio).
- b. Durham Local Authority will be informed before 6.30am. School closure information can be accessed via the following link: <https://www.durham.gov.uk>
- c. Bus and taxi companies will be informed by school before 6.30am.
- d. Transport companies are responsible for decisions not to travel, even if school is open, and these decisions cannot be overruled.
- e. Parents and carers are asked to ensure that school has the most up to date mobile phone numbers, and email addresses, to help us manage these situations effectively.
- f. The school website will be updated regularly with information, including work and revision for students.