

Emmbrook Junior School



POLICY FOR CLOSURE OF SCHOOL DUE TO EXTREME WEATHER

Responsibility of: Finance, Community and Premises (FCP) Committee
Date of Policy: April 2016
Date of Review: March 2018

2014 Mission Statement

The Emmbrook Junior School community works together to further develop each child's abilities by creating a nurturing and motivating environment for learning. Each child's self-confidence will be strengthened, so they make good academic progress, whilst gaining increasing resilience and respect for the community.

This policy outlines the procedures that should be undertaken to ensure Health and Safety of the children and staff of the school, in the event of extreme weather conditions. This policy is written in line with Local Authority (LA)/Department for Children Schools and Families (DCSF) guidance notes.

All school staff should make every reasonable effort to reach school in adverse weather conditions, however certain members of staff have substantial distances to travel from home to school and consideration is given to the nature of these journeys.

If staff feel that it will be impossible or dangerous for them to attempt their journey, they should inform the Head Teacher by telephone before 7.30am. Authorisation of any such absence is at the discretion of the Head Teacher. If no contact is made by this time, the Head teacher will assume that individual members of staff are attempting to travel to school for the start of the school day.

The Head Teacher and staff who have reached school should stay there if the physical conditions of the school are safe and suitable, even if there are not many children in attendance. Any staff who are not required to teach should use their time for preparatory work, in-service training etc.

If the number of staff arriving at school is sufficient to cope with the number of pupils who arrive, then the school will remain open.

Risk assessments are in place to prevent the closing of the school and to have a safe school site for all.

Closure of the school

The school follows Wokingham Borough Council's protocol for full, partial or early closure of schools – revised January 2010.

In the event of 50% or more of the teachers indicating their inability to arrive at school, then it will be impossible to ensure Health and Safety of the children and it will be necessary to close the school. This is a decision which will be made by the Head Teacher in consultation with the Chair of Governors. If the Head Teacher is unavailable, the decision will be made by the Deputy Head Teacher in consultation with the Chair of Governors.

Parents may also be advised that in the event of the weather turning worse during the school day, they will be able to come to school and collect their children early. In such circumstances, individual parents or emergency contacts may also be approached to collect children. All children must be signed out and collected from the reception area of the school.

Sufficient staff will remain in school until all children have been collected.

Communicating school closure

Once a decision has been made to close the school, the Head teacher should inform the following radio stations at the earliest possible opportunity, using the prescribed code words. Parents have been advised to listen to these radio stations if they have any concerns over the possible closure of the school. A text message will also be sent by to parents, informing them of the closure and the Learning Platform will be updated.

BBC Radio Berks 0118 946 4200

Heart 0118 928 8800

Reading 107 0118 945 0808

Staff will be contacted in accordance with the communication tree, which is in the possession of the Head Teacher.

The Head Teacher or staff on site will “man” the telephones to answer any calls made from parents who have not heard the radio announcements or seen the information on the internet or Learning Platform.

Approved by Governing Body

Chair of Governors

Date 23.02.2016

Head Teacher

Date 23.02.2016