

## **School Closure Policy**

This decision will be taken by the Executive Headteacher based on staffing and weather forecasts. The health and safety of pupils and staff must be the main consideration in any such decision of school closure, regardless of the circumstance for the closure.

If the school is forced to close before or during the normal working day the adjoining homes will be advised by telephone and the children will either remain or be taken back to the home.

School Staff will be directed by the Executive Headteacher.

If the cause of the closure occurs overnight and is the result of adverse weather or other failure the following means of communication will be used:

Email and a telephone message from the Executive Headteacher.

On a forced school closure, the following will apply:

- All pupils return home and are the responsibility of therapeutic parents.
- No formal education for the duration of the closure.
- Education staff that are available provide support in the home if required.

### **Policy review**

This policy document will be reviewed by the Executive Headteacher on an annual basis to ensure it is up to date with current legislation and best practice.

Date approved: April 2014

Date last reviewed: September 2024

Next review (or before): September 2025

Signed: 

Position: Education Director

## **Staff Acknowledgement**

In signing this document I am confirming I have read the information and have an understanding of the procedures outlined within the information provided.

I have had the opportunity to discuss this document with a Senior Leadership member of staff to gain further clarity.

I also know that if I feel I need further guidance I know I can access through the Executive Headteacher.

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Staff member name:

Position:

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Staff member name:

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