Reinwood Infant and Nursery School

Emergency Closure Guidance and Procedures

(Reviewed Annually)

Reviewed September 2021	**Reviewed September 2022**
Reviewed September 2023	**Reviewed September 2024**
Reviewed September 2025	
Next Review September 2026	

The Local Authority together with the Governors are committed to ensuring that the school is open for pupils for the statutory 190 days per school year. However, it is recognised that there may be times when, for health and safety reasons, it is necessary for there to be an emergency closure.

Emergency closure occurs in exceptional circumstances:

- Where there is loss of an essential service to the school which cannot be compensated by alternative provision
- Where damage to a particular part of the school cannot be compensated by alternative provision
- Where there are severe weather conditions adversely affecting access to school
- If instructed to close by local or national government for national emergencies

Emergency school closures close the school for pupils and staff. Emergency closure days are working days for staff. The paramount consideration in the decision to close must be pupil safety.

Loss of Essential Services
As soon as the school is aware of a loss of an essential service e.g., failure of boiler, or prolonged cut in water or electricity service, the premises section should be informed. This section will be able to provide guidance and help which may enable the school to remain open during the loss of service.

If the advice from Premises Section is that the school should be closed, the Headteacher/Business Manager should notify Schools Section and implement the procedure for the emergency closure. Advice can be sought from the Emergency Planning Department - 07773334999

Damage to a Particular part of the School
If alternative provision cannot be made it may be possible that the school must close to ensure the safety of the pupils.

Severe Weather
There are times when weather conditions are so severe that the Headteacher may consider that the health and safety of the pupils and staff are best served by closing the school. **Under no circumstances will children be sent home early without parents being asked to collect them.** Parents requesting to take their children home early because of the weather conditions will be allowed to do so. Ensuring they are signed out at the office.

We will endeavour to inform parents before they sent off on their journey to school. In some cases, this may not be possible and as children arrive at school they will be told of the decision regarding a closure. The decision may be made to close the

following day because of severe weather forecasts. The LA would be consulted about any intentions to close and parents would be informed.

When exceptionally severe weather conditions are forecast for the whole authority and the police are recommending that only essential journeys should be made, the Chief Education Officer may take the decision to close all schools to pupils the following day.

If this decision is made early enough, i.e. prior to 2.30pm, the Education Service will attempt to contact Headteachers at school. If the decision is reached later than 2.30pm, the education Service will attempt to contact Heads at school or at home prior to 7.00pm.

If the school is closed for reasons of loss of essential services, staff must still report for duty and will be deployed by the Headteacher in such circumstances.
If the reason for closure is severe weather conditions, it must be remembered that this is still a working day for staff and work will be set by the Headteacher for the days of closure.

It is expected that members of staff who can get to school either by walking or other means will do so, unless instructed not to do so by the Headteacher or Deputy headteacher. They would then undertake other tasks as deployed by the Headteacher or other senior staff. The first person to arrive in school will take calls in the school office.

Any member of staff unable to attend if conditions are such that attending is inappropriate or travelling is unsafe, should telephone the Headteacher or Deputy Headteacher. Consideration will be given to travel arrangements and the safety of staff.

The local authority would normally regard teaching staff as working within directed time in such circumstances and would not therefore see a need to make a salary reduction. The Head may decide that some teaching staff are more effectively employed on school related tasks at home.

Administrative staff and classroom support staff may have appropriate tasks to undertake in school. If the closure is for reasons of loss of essential services, they should report to work as normal. If the reason for closure is severe weather, then those who can safely report for duty should do so and will be deployed as necessary.

Advice to Parents
It is recognised that parents have a key role to play in the event of severe weather. If they have concerns about bringing their children to and from the school, they should “play safe” and keep them at home, informing the school that they are doing so. The fact that several parents take this view does not, however, mean that the school will be closed, unless the considerations listed above indicate that this is the only sensible decision.

It is essential that, when there is potential for school closures due to severe weather conditions, we are in a position to communicate quickly and clearly with parents. Please let the school office know of any telephone number/ email changes.

Communication Arrangements
Information about whether school is closed to pupils will be found on the LA website www.kirklees.gov.uk/schoolclosures , school website www.reinwoodinfants.org and via school sending out a PING.

Pre-longed emergency closure
In the event of a prolonged emergency closure, such as those due to the Covid-19 world-wide epidemic, school will take guidance from Kirklees and National Government.

Reinwood Infant and Nursery School would implement the emergency safeguarding and child protection, to ensure children were safe during any prolonged closure, as well as the communication plan.

School would regularly communicate with parents through PING, newsletters and the website, and phone calls home to support in whatever way they could.