



PARKSIDE HOUSE SCHOOL

School Closure Policy



School year 2017-2018

School Closure Procedure

Parkside House School will endeavor to ensure that the school is open and functioning every day it is required to do so, during term times.

However, there may be times due to unforeseen circumstances that school will have to close. These situations are rare and school will always try to avoid disrupting pupil's education.

The following situations are examples of this occurrence;

- Adverse Weather Conditions
- Heating Equipment/ Appliance Failure
- Loss of school water supply
- Major leak in main school building
- Loss of school power supply
- A high level of staff absence

The following statements laydown the procedure followed in these circumstances

Adverse Weather Conditions

The school would make the decision to close due to adverse weather conditions;

1. If the roads are unsafe for pupils or staff to travel to school
2. If too few staff are able to reach school and therefore staffing levels are deemed too low to safely run the school.
3. If the school car park is inaccessible.

The usual weather for this to occur would be snow or icy conditions. If the school is to close the following procedures would be put into place.

1. Mrs Maxwell due to her proximity to the school would make the decision about the weather and contact Mrs. Young to okay the decision before 7:00am.
2. The contact list holders which are;
Mrs. Young
Mrs Maxwell
Mrs. Burton

Would then contact all Local Authorities, all taxi companies and where possible individual parent/carers and pupils to inform them school is shut.

All staff would be sent a text message informing them.

Mrs. Young would contact local radio stations, where the school closure would be announced. Parents, Authorities would be updated daily on the situation. The school may also take the decision to close early if weather conditions changed dramatically, throughout the day and the school was concerned about the conditions for pupils and staff to travel home in. When it does not warrant the implementation of the School's Critical Incident Policy.

Health & Safety of pupils & staff travelling to and from school would always be paramount.

Power Supply/ Appliance / Heating /Water Supply Failure

If there was a failure to the school's electricity, gas, heating or water supply then the school would be forced to close, the same procedure would be followed as in adverse weather conditions, however the problem may only be discovered once staff arrive at school. Therefore authorities, taxis and pupils will be informed as soon as possible via phone. On these occasions taxis will be requested to turn around and transport pupils back home.

Staff absence

School may be forced to close if we suffer high levels of staff absence due to an outbreak of sickness. Parkside House is a very small school and therefore if more than 3 staff are absent at any one time, depending on the number of pupils at school that day, the school may be forced to close due to Health & Safety issues.

A final decision would be made by the head teacher as to what level of absence is safe for the school to continue to operate on that day.

This Policy has been agreed by:

Head Teacher: Belinda Young _____ Date: June 2018 _____

Chair of Governors: Mr K Thompson ____ Date: July 2018 _____