

SCHOOL CLOSURE

Assess the need for closure, consider possible mitigation measures: partially open to some pupils, ask buddy school for assistance

Is school already open?

No

Yes

Notify relevant parties of closure:

- Parents
- Staff
- Governors
- CEO
- Local Authority
- Local Radio

Assemble the SEMT if necessary

Seek support from other organisations e.g. Emergency Planning

At least one member of staff should be present at beginning of school day to inform any pupils who arrive of the closure and ensure they return home safely

Notify relevant parties of closure:

- Parents
- Staff
- Governors
- CEO
- Local Authority
- Local Radio

For long term closures ensure regular communication with relevant parties, ensure the security of the school and put in place arrangements for remote learning