



School Closure Policy

Policy created: 05/2011

Policy reviewed and updated:

Scheduled date of next review: 10/2024

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Update Information

This model policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

1. Scope

The School Closure Policy ("the Policy") applies to all employees based in schools and academies.

2. Policy/Purpose

This policy should be used when it is necessary to close a school at short notice resulting from a staff shortage, such as in cases of adverse weather and/or disruption to public transport services.

The closure of the school in these circumstances is not because of the incident itself but because of its impact in leaving insufficient numbers of school staff to safely supervise students in manageable numbers.

The implication of this policy will mean that the school is only closed to pupils; staff will still be expected to be at work either at school or work from home. Application of this policy should also be in conjunction with the Health and Safety guidance that may exist in schools relating to temporary school closures.

3. Decision to Close

The Headteacher will make the decision before 8.00am as to whether the school can open or not to students. This information will be made available in the following ways:

- on the school website (*insert details and other social media where school closure information may be published*)
- by email
- by text messages – the school should ensure that it has up to date mobile telephone numbers and contact details for nominated family members
- by messages on the school telephone number.

In making this decision the Headteacher should access all current information and consider likely Health and Safety issues.

4. Staff Responsibilities

All employees will be expected to make every reasonable effort to attend work.

Where necessary, employees will be expected to use alternative methods of transport and allow additional time for their journey.

Where it is not possible to attend work, or it has become apparent that they will be unable to arrive at work for their required start time, employees should contact their place of work at the earliest opportunity.

Where it is possible for the employee to work from home, this should be agreed with the Headteacher.

The Headteacher has the discretion to allow employees to leave work early when circumstances allow.

Employees who arrive late or have requested and are allowed to leave early should receive their normal pay and hours for that day.

Employees who are unable to attend work could take annual leave where this is a possibility within their contract of employment, or where appropriate agree with their Line Manager/Headteacher a plan for making up the hours. Where these options are not possible unpaid leave should be considered. In exceptional circumstances consideration may be given to granting special leave.

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Reviewed - no updates required. [Schedule of amendments](#)