



## Unavoidable School Closure Policy

Created: Sept 15

Review by: September 2020

School Closed

Extreme/unpredictable weather may impact on the School's ability to remain open to pupils and/or employees. If the Governing Body decides that it is necessary to close the school either to pupils or employees, employees will be notified at the earliest opportunity. A decision may be taken to close the school to pupils, but remain open for employees. In such cases, employees will be expected to attend work, unless otherwise notified by the Headteacher/Senior Leadership Team.

If you do not hear – assume the school is open.

The Site Supervisor on arrival at school contacts the Headteacher.

A decision to close for any reason will be taken by the Headteacher as early as possible. The Headteacher will contact members of the School Emergency Team. The following system will then follow:

- **The Headteacher contacts members of the Chair of Governors**
- **The Headteacher upon confirmation for the CofC will contact SLT, who will cascade the information.**
- **The Business Manager informs parents via school communication system**
- **The Network Manager updates the school website status.**
- **The Headteacher contacts Liaison and Compliance Officer on:**  
(01772) 531808; (01772) 531893;(01772) 532805; (01772) 531694; (01772) 531494  
Via the team mailbox [lct@lancashire.gov.uk](mailto:lct@lancashire.gov.uk)

An NUC/1 (available via the link below) form is completed for all closures. If notification of closure is completed via the schools portal on the school calendar, further submission of an NUC/1 is not necessary.

Link to: [https://schoolsportal.lancsngfl.ac.uk/sp\\_atoz/service.asp?u\\_id=2189&strSL=](https://schoolsportal.lancsngfl.ac.uk/sp_atoz/service.asp?u_id=2189&strSL=)

The Headteacher contacts local radio stations stating:-

- School Name
- District No/School No **(07/102)**
- DfES No **(8885407)**
- Caller's name and contact telephone number
- Password '@@@@@@'
- If known that closure is 24 hrs and then this should be stated, otherwise procedure repeated on a daily basis.

Radio Stations to contact :

RADIO STATION	TELEPHONE NUMBER	FREQUENCY
<b>BBC Radio Lancashire</b>	(01254) 583583 (01254) 262411 (01254) 841004 <a href="mailto:radio.lancashire@bbc.co.uk">radio.lancashire@bbc.co.uk</a>	95.5 FM, 103.9 FM 104.5 FM, 855 MW 1557MW
<b>Magic 999 &amp; 97.4 Rock FM</b>	(01772) 477777	Magic 999 MW Rock FM 97.4 FM
REAL FM	(0161) 886 8800 (main switchboard) <a href="mailto:snow@centuryfm.co.uk">snow@centuryfm.co.uk</a>	105.4 FM
2BR	(01282) 690998 - studio (01282) 690000 – reception (01282) 677107 - newsdesk	99.8 FM
The Bay	(01524) 541758	96.9 FM
Radio Wave	(01253) 650300	96.5 FM
Dune FM	(01704) 502500 – reception (01704) 502515 – studio (01704 502502 - newsdesk	107.9 FM
Wish FM	(01942) 777681 <a href="mailto:news@wish-fm.com">news@wish-fm.com</a>	102.4FM
Fresh radio	0845 22 42 052 (from 5:30 to 7:00 and from 9:00 onwards 0845 22 42 062 between 7:00 and 9:00 call studio line <a href="mailto:studio@freshradio.co.uk">studio@freshradio.co.uk</a>	1413 MW
107FM The Bee	(01254) 708107 (01254) 118033 <a href="mailto:studio@thebee.co.uk">studio@thebee.co.uk</a>	107FM
<b>Central Radio 106.5</b>	(01772) 708000	106.5FM

The relevant radio stations for this area are in blue

1. Even if school is closed for children, staff that are able to attend should do so to assist with any children who have not heard radio broadcasts – see point 1 above.

2. We will aim to keep school open and the school would not be closed during the school day once it was open.
3. If closed, notices will be posted by first member of staff on site on the three gates to the building – signs in cupboard in the entrance hall by the school office.

## Additional Information

1. STAFF NOTIFIED
2. RADIO LANCASHIRE NOTIFIED
3. CHAIR OF GOVERNORS NOTIFIED
4. LA NOTIFIED BEFORE 10AM
5. NOTIFICATION FORM 'NUCI' SENT TO LA
  
6. There are many reasons for possible closure and it can be assumed that these will generally fall under one of five headings.
  - Premises related issues, breakdown of equipment, fire, flood and or major damage; failure of completion of maintenance work; contractual delays; safety; and moving.
  - Environmental Health eg. Epidemics, pollution, no water.
  - Emergencies eg. Adverse weather, bomb alerts, police action.
  - Personnel eg. Excessive staff absence, funerals, post accident/incident trauma.
  - Use of school for unplanned events eg. General elections, by-elections, VIP visits.
  
7. The Headteacher in deciding on the issue of closure will take into account the need to exercise a duty of care towards pupils and staff together with the management function of the Governing Body and the LA.
  
8. Unless of an emergency nature, the Chairman or Vice-Chairman will be notified to agree the decision.
  
9. In all cases of known closure (elections etc), the Chair and/or Vice-Chair will be notified of the event.
  
10. Parents will be notified by letter prior to the date.
  
11. In cases of emergency the Headteacher will determine whether to close the school and for the duration.

In emergency cases where the school will be closed, the Headteacher will

- a) Ensure radio broadcasts that the school is closed.
- b) Ensure staff are available at school to notify parents.
- c) Accept responsibility for the safety and return of all children arriving without parents.
- d) Notify the LA as soon as possible.

All staff have a responsibility to assist with the monitoring of any closure.

In the event of the need to close the school during the school day;

- a. All parents who can be notified by telephone to collect children will be contacted.
- b. Parents will be notified by radio to collect children if possible.
- c. Arrangements for all other children will be made either on site or at a local school.

The Headteacher will ensure that children in receipt of a free meal will as far as possible receive a meal or packed lunch,

Whenever an unavoidable closure occurs the Chair of the Governing Body should ensure that the closure is reported and explained at the next Governors meeting.

On receiving the report the Governing Body should ensure:

- That the circumstances giving rise to closure have been removed;
- That, if there is any possibility of the problem recurring giving rise to closure, arrangements are made to monitor the frequency of its recurrence;
- That arrangements in the school in the event of unavoidable closures are reasonable and satisfactory in respect of pupils, parents, staff and the school community as a whole;
- That steps have been taken to fulfil the requirements relating to the attendance of staff and pupils at the school in the school year.

*Note: In the case of closure due to adverse weather conditions, staff should endeavour to attend school or if it is not within a reasonable walking distance, a nearby school. If the member of staff does not make a reasonable attempt then this will need to be treated as leave of absence without pay.*