Thriplow C of E Primary School

Member of Grace Schools

Procedure for School Closure

There may be occasions when it is necessary to close the school. This could be due to: -

- Severe weather conditions, meaning it is necessary to close the school temporarily due to inaccessibility or risk of injury.
- Public health incidents. This decision may be made at a national or local level depending on the situation.
- Lack of staff. If members of staff can't get to work, flexibility as a solution would be explored before resorting to partial or full school closures.
- Lack of hot water. The decision would be made at school level as to whether it were necessary to temporarily close due to a lack of hot water. Potential risks or health and safety issues for pupils and staff would be taken into account.
- Other site health and safety issues that may require a temporary school closure such as: -
  - Significant or sustained power outages.
  - Lack of heating
  - Fire damage
  - The discovery of a major hazard.

If the school were to be closed for any reason, the Headteacher/school administrator/member of SLT would follow the flowchart ***School Closure Procedure*** which is available in the office.

Communicating with parents

Parents would be notified immediately of a school closure by either the office administrator, headteacher or other member of SLT. This would be done so via email. A message would also be placed on the message and social media accounts.

Communicating with staff

Staff would be notified via email and text message/phone call. A critical incident telephone tree would be followed.