



**Trinity St Stephen Church of England (Aided) First School**

# **Emergency Closure Policy**

Uncontrolled when printed

A handwritten signature in cursive script, appearing to read 'Ch. Megaw'. The signature is written in black ink and is positioned above the printed name of the headteacher.

**Headteacher**

January 2014

Full Governing Body review due – January 17

## Trinity St Stephen Emergency Closure Policy

There are certain circumstances which could result in Trinity St Stephen C of E First School having to close for a limited time. The objective of this policy is to outline what these circumstances may be and describe how the school will inform those affected.

### 1. Aim

Trinity St Stephen First School aims to keep all parties – parents, staff, governors, Local Authority and Diocese informed of the situation and to rectify the closure as quickly as possible.

In order to achieve this aim, we operate the following Emergency Closure policy.

### 2. Bad Weather

Closure – heavy snow, flooding or any other conditions that make it dangerous for staff to make their way to work or where conditions at the school are not safe for staff and children.

The decision to close will be made by the Head Teacher in conjunction with the Chair of Governors and the Local Authority will be informed by either of these parties immediately after the decision has been made.

Parents and staff will be informed immediately of the decision through the school texting service, currently “Teachers2parents”.

Trinity St Stephen First School will publicise the closure on local radio stations:

- BBC Radio Berkshire on 95.4fm, 94.6fm, 104.1fm, 104.4fm
- Heart Thames Valley Radio (previously known as 210FM) on 102.9fm, 97fm

### Parental Responsibility

If you wake up to heavy snowfall please check your telephone for a text message and listen to one of the above radio stations.

Should severe weather occur during a session the staff will contact parents/carers to come and collect their children.

It is **VITAL** that contact numbers are kept up to date.

Parents will be kept informed of any changes through the text messaging service.

### **3. Heating Breakdown / Power Cut**

The Head Teacher in conjunction with the Chair of Governors will make a decision whether it is warm enough and safe to continue without it. Should it be too cold, parents/carers will be contacted to collect their children via the text messaging service.

Members of staff will remain with their classes until all children have been collected.

### **4. Any Other Reason for Closure**

Should there be any other reason for the setting to close. The same procedure will be followed- i.e. being informed through text message and being updated as soon as possible.

### **5. Policy Review**

This policy can be found on the Trinity St Stephen website and is reviewed every 3 years.