

SCHOOL CLOSURE PROCEDURES

Circumstances may arise that render the school unfit to receive pupils, such as unfinished building work, failure of the heating system or problems caused by bad weather. In this event the LA are not breaching their obligations as long as the decision is justified.

1) Key Roles/Responsibilities in the event of a temporary closure:

The Headteacher

- The Headteacher will decide if the school should be closed following discussions with the Site Manager, the Chair of Governors and other colleagues if applicable.
- If school closure is necessary the Headteacher will phone the Representative of each Departmental Team i.e.
 - Assistant Head Teachers
 - Assistant Head Business Manager
 - SLT Members
 - Pastoral Co-ordinator (Who informs transport)
 - Extended Schools Manager
- School closures will be posted on the front page of the school web site once confirmed on the Hampshire closure site. BBC radio stations will also be informed ensuring wide dissemination of information. The school District Manager will also be informed.
- The Head teacher will also phone, the Chairman of Governors. She will follow the procedures that allow the LA to be informed.

Departmental Representatives

- Each named representative is responsible for contacting all members of staff, volunteers or students in their Departmental Team, or arranging contact according to procedures agreed within the team.

Class Teachers

- Each Class Teacher will phone the LSAs in their immediate team.

The Site Manager

- The Site Manager will phone the Headteacher at home in the event of circumstances that may justify a temporary closure.
- The Site Manager will phone the School cleaners to inform them of the closure.

The member of Staff responsible for the Website

- Will put a notice on the Heathfield website

NOTE: It is important that staff concerned maintain an up to date list of telephone contact numbers and that they are kept informed of any change of telephone number that may occur.

2) Key Procedures:

- If it is known that a school closure is imminent parents will be informed by letter on the day before, and advised that an announcement will be made on Radio Solent in the morning and the information will be put on the school web site
- If severe weather conditions are imminent parents will receive a reminder of these procedures the school will use the texting service to aid this.
- Through these means parents will also be advised to phone school if in doubt, or they find that the school transport has been cancelled and check the school website.

3) School re-opening:

- The Headteacher will decide when school will re-open and the roles and responsibilities outlined in section 1) will be implemented as appropriate.

Policy by: Steve Hollinghurst (Interim Executive Headteacher),

Date: March 2016

To be reviewed: March 2017