

Ruislip Gardens Primary School



School Closure Policy

Schools HR Policy	Yes	<input checked="" type="checkbox"/>	No
Author	N Bulpett (Headteacher)		
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Reviewed by	FGB		
Signature			
Date			

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: see Appendix A.

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.

Appendix A.

Ruislip Gardens Primary School - Adverse Weather Conditions Procedure

1.0 Introduction

1.1 The school will make every effort to remain open whenever possible.

1.2 The decision to close the school will be made by the Head Teacher. Our first priority will always be to ensure the health, safety and wellbeing of pupils, staff, parents and families. We will consider whether remaining open constitutes a significant risk to pupils and/or staff. The school will only be closed if one or more of the following conditions apply.

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous.
3. Conditions are considered to be or are anticipated to later become too hazardous to travel.

2.0 In the Event of Heavy Snow before the School Day Starts

2.1 Parents

2.1.1 When school closure is a possibility parents should find out whether the school is open by:-

- Checking the school's website: www.ruislipgardensschool.co.uk
- Checking the London Borough of Hillingdon website for school closure links

2.1.2 If it is decided that the school will open, but the road conditions are difficult, parents should ring the school to advise that they are likely to be late. Please note that the 'drop off zone' will not be in use when road conditions are icy/snowy for health & safety reasons so please allow extra time for the journey.

2.1.3 Notification of closure will only be made; no closure notice means the school will be open. If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Head Teacher is satisfied that there are exceptional circumstances.

2.2 Exceptional Circumstances

2.2.1 The School recognises that there may be cases where families are "cut off" due to particular difficulties in the area in which they live.

2.2.3 In such cases parents should advise the Head Teacher of their particular circumstances so she can justify to the Local Authority why the absence should be authorised.

2.3 The School

2.3.1 The Head Teacher will decide whether the school will open taking into account the conditions at the school and the ability of staff to get there.

2.3.2 If the Head Teacher decides the school will close he/she will update the RGPS website accordingly and send a text message and email to staff and parents advising them of the closure.

It is important for Parents to undertake the action at 2.1 above in case the text system is slow due to the number of schools trying to use it. Please ensure the school has up-to-date contact telephone and email details.

2.3.3 The school fully appreciates that in bad weather children may arrive later than usual.

2.3.4 If there are adverse weather conditions in the morning the Head Teacher can allow the children to enter the school building early. Access to the school will be limited to via Gates 1 and 2 and the main school office, to ensure that we can clear paths within the school to make access as safe as possible, we will keep supplies of grit to support this. Care is always needed and parents/carers must supervise children when using pathways that have been gritted.

Nursery children should use **Gate 2** and enter directly into Nursery as usual.

Children in Years **Reception, 1, 2, 3 and 4** will enter via **Gate 1** and follow the path around to playground where staff will direct them straight inside the building. Children in **Year 5 and 6** will enter the building through the **main office**.

The playground itself will be out of bounds for Health & safety reasons, so please follow the path provided.

3.0 In the event of heavy snowfall during the school day

3.1 If there is heavy snowfall during the school day the Head Teacher will decide whether it is necessary to close the school.

3.2 The Office will contact parents and ask that they pick their child/children up from school as soon as possible.

3.3 The Staff that live furthest from the school will be permitted to leave at the earliest opportunity.

3.4 A skeleton staff will remain in school until all of the children have been collected.

3.5 If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Head Teacher.

4.0 After School Clubs

4.1 In the event that school closes during the school day, after school clubs will also be cancelled.

5.0 Notice to staff

5.1 It is recognised that adverse weather conditions will, at times, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace. In the event of closure, staff will be informed by text and email, and will receive daily updates, being notified directly by text/email when school is to reopen.