




Emergency & Unavoidable Closure

Signed 

Principal

Date: 20th January 2022

Signed 

Chair of Governors

Date: 20th January 2022

Reviewed: January 2022

Next Review: January 2024

Rationale

To ensure that all necessary actions are taken when closing the School in an emergency or unavoidable closure situation.

To ensure that pupil safety is observed and parents are made aware of any abnormal situation as soon as possible so that they can make arrangements for the care of their children.

Procedures

In the event of circumstances which may result in the closure of the school being considered, the Principal will contact the CEO of the Multi Academy Trust and the Chair of Governors / Vice Chair of Governors to consult on such a decision.

The Principal will inform the caretaker if it has been decided to close the school. If on site, the Caretaker will place notices in prominent places to ensure that parents who do bring their children to school will see it.

In the event of the Principal, Vice Principal or other member of the teaching staff being unable to reach the school, the Caretaker will remain on the premises informing any parent who comes to school that it is closed and answering any telephone enquiries.

As soon as the decision is taken to close the school the Principal / Admin Assistant will access Seesaw and website via the internet. An announcement will be sent out immediately to all parents and staff informing them of the School closure and advising them to regularly check Seesaw and the website for updates. Teaching staff will be asked to monitor Seesaw to check all their parents have accessed the announcements. The school's website will also carry a message on the Home Page advising parents of the closure and when to check for the next update. The Principal / Admin Assistant will ensure that the website is updated at least daily and send any further Seesaw updates as necessary to keep parents fully informed.

The Multi Academy Trust and Local Authority will be kept informed of all actions taken by the Principal and Chair of Governors and the LA will contact local radio and television stations informing them of the school closure so that the information may be broadcast to parents.

Daresbury Primary School

Guidelines for Emergency and Unavoidable Closures

1. Ensure that ALL STAFF & PARENTS have updated mobile phone numbers/email addresses with the office and have full access to Seesaw
2. In guidance to Parents (given out each Winter) stress that news of closure will be communicated by texts and updates sent via Seesaw and the school website.
3. The LA will be informed by the Principal and they will communicate the news to local radio stations and TV stations including Radio Merseyside, Radio City, Marcher Sound, Granada TV, North West Tonight and Wire FM.

However, if parents do not hear news of the closure of their own school they should telephone school to find out whether it is closed or not.

3. The Principal should be informed of the names of any parents where contact is not made so that they may be informed of the situation should they arrive at school.