



Unavoidable Closure of School Policy

Reviewed: October 2023

Next review date: October 2024

Head Teachers work hard to keep their schools open wherever possible, but sometimes it may become necessary to close a school due to an emergency situation. These may include: adverse weather conditions or loss of utility services either during the course of a school day, at the beginning of the day or with one or several days' notice for safety of the school community.

If circumstances mean that the Head Teacher has to make the decision to close the school during term time, or send children home early, the action points below are followed:

- **Action 1 – Inform Parents/Carers and staff**

The Head Teacher, having consulted with relevant staff members and/or NYCC service departments in accordance with the school's Emergency Closure Contact Flow Chart, will endeavour to make the decision to close by 7.30am on the day or failing that as soon as is possible.

Our priority is to inform parents/carers. If the school closure is announced outside of the school day, then a message will be sent to all parents/carers via the Teachers2Parents (Eduspot) App Notice Board by 8am where possible.

If the closure takes place during a school day, school will telephone the 'Unavoidable Closure' emergency contact previously provided by the parents/carers so that arrangements for the collection and supervision of the children can be made, as well as sending a message via the Teachers2Parents (Eduspot) App Notice Board.

A notice will also be posted on the door of the school informing parents/carers of the closure, and the scrolling ticker tape on the Homepage of the school's website will be updated to state that SCHOOL IS CLOSED.

- **Action 2 – Inform Local Radio**

The Head Teacher will submit the school closure through The Greatest Hits Radio website in accordance with the North Yorkshire County Council guidance, who will broadcast a message to parents/carers. Local radio stations play an important part in communications between schools and parents/carers. Parents/carers are notified through school correspondence that public announcements are made on this local radio station.

- **Action 3 – Inform the Local Authority**

The Head Teacher will inform the Local Authority in order for them to publish the information on the North Yorkshire County Council website and social media feeds which are used by parents/carers, members of the public and the media to check on the status of individual schools (the site can have over 6,000 visitors to the school closures page daily during the winter).

The safety of the children and staff is paramount. Slingsby CP School will ensure that parents/carers are kept informed and updated on closures. If there is any doubt about the collection arrangements of any child, the child will be kept in school and supervised. We will make sure that our 'Unavoidable Closure' emergency contacts are always kept up to date with the School Office.