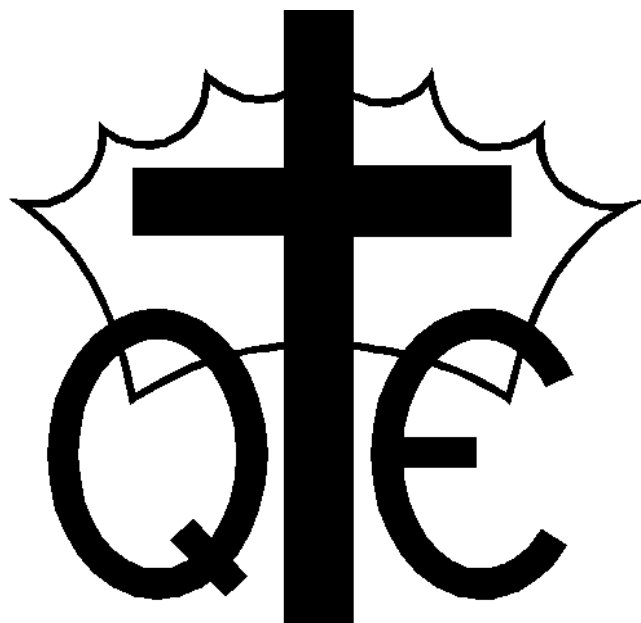


Queen Eleanor's C of E Junior School

an academy in the Good Shepherd Trust



Emergency School Closure Plan

Responsibility of: SLT

Effective from: 04/09/23

Renewal date: 04/09/24

Emergency School Closure Plan

Actions if the school is to close

1. **In the event of extreme weather conditions or other issue necessitating the closure of the school, parents will be informed by the following plan:**

Actions:

- Wherever possible the decision will be made and communicated the night before
- All communications will be made as early as possible in the morning
- A parent pay message will be sent to all parents if the school is to close or open later than normal
- A text will be sent to all staff if the school is to close or open later than normal
- A closure or late start message will be posted on the school website.

2. **In the event of closure during the school day:**

Actions:

- A parent pay message will be sent to parents to advise of an early closure
- A message will be placed on the school website
- When ready to leave school, parents will be advised of specific waiting areas / dismissal points if normal collection points are not accessible
- Parents may be allowed into the school to collect their children from designated areas if normal collection points are not accessible

Year 5 & 6: If your child normally walks to and from school alone and you do not wish them to do this, please let the school office know.

Decision Making Process

The decision to close the school will be made taking the following into consideration:

- whether the school can open safely e.g. the availability of staff is key, can sufficient staff travel safely to and from school to ensure an appropriate pupil/staff ratio?
- would a partial closure, rather than a full closure, be possible? e.g. opening for certain year groups only, or starting late and finishing early?
- Whether all school services are functioning adequately e.g. heating, water, electricity, kitchen facilities etc.