



FRANCES OLIVE ANDERSON CHURCH OF ENGLAND PRIMARY SCHOOL

Severe Weather and School Closure Policy

If the weather conditions are, in the opinion of the Headteacher, sufficiently severe to warrant the closure of the school before the commencement of the morning session, or the school has to close for another reason eg failure of the heating system or most staff are unable to travel, then the following procedure will be put in place:

The Headteacher will, after having gained permission from the Chair of Governors, inform the Local Authority by TXTRound that the school will close. This will inform transport and radio stations too. The Headteacher will then inform staff and parents by our text system - Teachers 2 Parents.

Staff will inform the headteacher by 7:15 am if they are unable to travel to school. The headteacher will then decide if there are enough staff to be able to open the school. The headteacher will then inform staff and parents by text.

NB If the headteacher is absent, the Deputy Headteacher will perform these duties, keeping the headteacher informed if possible.

Review

This policy was agreed by the Finance, Health & Safety committee in September 2017. It will be reviewed in **September 2019** or before if necessary.