



Saint Martin's

TEMPORARY SCHOOL CLOSURE POLICY

Authors	Nicola Smillie
Version	1
Date of Approval	March 2019
Review Date	March 2020

TEMPORARY SCHOOL CLOSURE

There are various reasons why Saint Martin's School (the School) may have to be closed and the purpose of this policy is to outline:-

- the steps to be taken in the event of a closure
- the method of communicating a closure to staff and parents
- the key staff that are needed to be on site in the event of a closure

Closure of the site (or part of the site) at the start of a School day

The most likely need to close the whole of the School site at the start of a day is for adverse weather conditions.

In the event of disruption caused by heavy snow or adverse weather our prime concern is the safety of pupils and staff. Our policy is to endeavour to open and keep School open, running a normal timetable as possible for pupils as we are aware that closure can present real difficulties for many parents. However, in the event of adverse weather conditions which would put pupils and staff at risk, School may have to close. The decision whether or not to send a pupil to School, if School remains open, must be at the discretion of parents taking into account factors such as local road or weather conditions.

The decision to close is never an easy one. In such an event the following procedures will be put in place:

If heavy snow falls or the weather deteriorates overnight the Head will make a decision by 7am taking into account:-

- Information on websites e.g. www.solihull.gov.uk
- Current and forecast weather
- Local conditions around the School site
- Traffic reports
- Decisions made by other independent schools
- The ability to provide lunch or if the School has sufficient heating.

On such a morning a key team of staff may be needed to man telephones and to carry out tasks about the site. Members of the Senior Leadership Team will remain on stand-by for further instructions. The Director of Finance and Operations will direct support staff as required.

If a building is out of action, due to a heating fault or flooding, and classes cannot be re-housed, then an area of the School may have to be closed and some pupils (but not necessarily staff) asked to remain at home.

Communication process

This decision will be communicated to parents and staff on our website and through the School's social media sites (Facebook and Twitter). If possible an email will be sent to parents and staff as well.

Closure of the site (or part of the site) during a School day

A decision to close the School will be a rare event and once the School is open it would be very unusual to close during the course of a day. However if the weather deteriorates during the day and getting home may be difficult parents may wish to do the following:-

- If a parent wishes to come and collect their daughter during the School day, this is acceptable. Parents should contact school in advance if this is their intention.
- If a parent would like their daughter to be collected by another parent, they must inform the School office in advance stating who is responsible for collecting their daughter.
- Pupils should not telephone home asking their parents to come and collect them.
- Pupils must stay on site until the end of the day unless parents arrange to collect them earlier.
- Senior staff will always wait and supervise students until every pupil has been collected

Communication process

In the unlikely event of the site being closed during the day, a message will be posted on the School's website. A team of Office Staff and others will be called upon to telephone parents to that effect.