

Emergency Closure Policy



Updated: Reviewed November 2024
Status & Review Cycle: Every two years
Next Review Date: November 2026 (or when guidance is updated)

Within the limitations set out by statutory guidance and health and safety legislation and wherever possible, Tatsfield Primary School will remain open during the school day to deliver education to its pupils.

On rare occasions, the school may need to close due to exceptional circumstances or emergency reasons. Emergency school closure will be communicated with parents via email, text and the school website as soon as possible.

Severe weather conditions

Some incidences of flooding or snow may mean it's necessary to close the school temporarily due to inaccessibility or risk of injury.

However, staff aim to keep the school open for as many children as we can, and do everything we can to reopen as soon as possible.

The [DfE's guidance on emergency planning and responses](#) and school's Emergency Plan would be followed in these situations.

Public health incidents

We may be required to temporarily close our school following a significant public health incident, such as a COVID-19 outbreak or confirmed cases of another infectious disease.

This decision may be made at a national or local level depending on the situation. The school would work with our local authority (LA), local director of public health and local Health Security Agency (UKHSA) health protection team.

The [DfE's guidance on emergency planning and responses](#) and school's Emergency Plan would be followed in these situations.

Lack of staff

If some teachers can't get to work, the school will can be flexible in our solution before resorting to partial or full school closures. Temporary solutions may include:

- Remote learning measures for some or all pupils
- Employing supply staff
- Contacting other schools to discuss sharing staff
- Combining classes
- Using other staff and volunteers to supervise alternative activities
- Rearranging the curriculum

For a school to remain open, there must be at least 2 members of staff on site, and 1 of these must be a teacher.

The headteacher should carry out a risk assessment and discuss with governors whether or not to close the school due to staff shortages.

In exceptional circumstances, the school may temporarily exceed infant class size limits to prevent school closure.

Lack of water

The school may temporarily close due to a lack of hot or cold water.

The school would take into account any potential risks or health and safety issues for pupils and staff, including hygiene and handwashing.

Other site health and safety issues that may require a temporary school closure include:

- Significant or sustained power outages
- Lack of heating
- Fire damage
- The discovery of a major hazard

Remote learning

School closures involve shutting down the physical school site. Where possible, the school will carry out temporary remote teaching for all or part of our school to minimise disruptions.

Major staff illness or mass power and internet outages in the area may mean that the school has to close your school and can't deliver remote learning. This will be communicated to parents.

Communicating with the local authority

The Headteacher, or other member of senior staff, will notify the trust and local authority as soon as the decision is made to close the school.