



**TATSFIELD PRIMARY
SCHOOL**

EMERGENCY CLOSURE POLICY

OCTOBER 2018

<p>THIS POLICY FOR EMERGENCY CLOSURE : Reviewed by Management Team : October 2018 Approved by the Governing Body : November 2018 This policy will be reviewed in : October 2021</p>

EMERGENCY CLOSURE POLICY

Statement of Intent:

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. This statement supports the schools aspiration to deliver the highest quality service to its pupils. In order to achieve this, the school will work closely in partnership with, and have high expectations of, all stakeholders. This will in turn require all stakeholders to share and actively participate in this aspiration.

- The Headteacher is authorised to make an emergency closure when exceptional circumstances make it absolutely necessary and in the best interests of the pupils. Such situations may include snow, floods, power failure, wide spread illness or pandemic etc.
- The Local Education Office and Tandridge Learning Trust will be informed if there is a proposed closure. If the Area schools officer is unavailable, Emergency Management will be contacted.
- In the case of adverse weather conditions the Headteacher will consult with staff and the Chair of Governors before making the decision to close.
- In the case of pandemic, the school will follow the school's Emergency Plan.
- The school will remain open if a senior member of staff (Headteacher or Deputy Headteacher) and enough teachers and teaching assistants are available so enabling the school to comply with statutory regulations regarding class sizes.

Emergency Contacts

Parents must give the school an emergency contact point. Data Collection forms are sent out annually in September to all parents. Parents are required to complete and return the forms promptly. If the forms are not returned the previous year's form will be annotated as such and kept on file.

Information on emergency contacts and instructions in respect of each pupil will be held centrally in the emergency contacts folder held in the school office.

Notice of Closure

The school will make every effort to publicise any sudden closure. This will be done in the first instance via the school's Parentmail system and a message left on the school's Voicemail. The school will also make the announcement via the school and county council websites.

In instances of severe weather, parents should monitor the school's website, and the nominated email contact.

Travel to and from School

Parents should be aware that it is their responsibility to make sensible decisions on behalf of their children when weather conditions are severe. Parents are responsible for the safety of their children to and from the school.

Services

All of the service providers who will be affected by the closure will be informed as soon as possible, once families and staff have been contacted.