

Emergency Closure

Introduction

Howard Park Community School is committed to ensuring that, as far as it is possible, the school will be open to its pupils for the statutory 190 days. However, there may be times when, for health and safety reasons, it may be necessary for there to be an emergency closure. The two most likely reasons are:-

1. Loss of essential services which cannot be replaced, e.g. boiler failure, gas/electricity/ water cut; or
2. Severe weather conditions.

The following procedures for dealing with these emergencies have been agreed by the staff.

Closure owing to "loss of essential services"

1a) Failure of essential service during the working day:

The Headteacher (Deputy or, in their absence, the next teacher acting-in-charge) must:

- Contact the LA who may be able to assist the school to remain open, e.g. temporary heaters, service engineers, etc.
- Contact the Chair of Governors, or Vice Chair.
- Contact as many parents as possible to collect their children.
- Arrange care for pupils who cannot be collected immediately.
- Deploy staff appropriately.
- Inform any peripatetic teachers or After-School club leaders and the Crossing Patrol.
- Confirm closure in writing to LA.

1b) Next day closure forecast (i.e. problem not solved):

The Head teacher (Deputy or, in their absence, the next teacher acting-in-charge) must:

- Contact the Chair of Governors or Vice Chair.
- Confer with LA.
- Inform all parents of intended closure.
- Inform all staff: teaching, support, clerical, kitchen, LTS, peripatetic teachers, club leaders, cleaners.

Closure owing to "severe weather conditions"

2 a) Onset of bad weather during the day:

The Headteacher (Deputy or, in their absence, the next teacher acting-in-charge) must attempt to contact all of the following:

- All of the stakeholders.
- Arrange for the nearest members of staff to supervise remaining children.
- Send rest of staff home.
- Inform all peripatetic teachers, kitchen staff, LTS, cleaning staff and club leaders.

Early-morning closure (e.g. overnight snow):s

2b) The Headteacher (Deputy or, in their absence, the next teacher acting-in-charge) must:

- Contact Chair of Governors, or Vice Chair.
- Inform all staff and parents
- Ensure playground is staffed and turn away any parents who have brought pupils, not having heard the message before they left home;
- Contact parents of any unaccompanied arrivals to come and collect them;
- Supervise any remaining children all together in one class until collected.

Closure of all Kirklees schools (i.e. exceptional widespread severe weather conditions):

2c) The Headteacher (Deputy or, in their absence, the next teacher acting-in-charge) must:

- Contact the Chair of Governors, or Vice Chair.
- Inform all staff
- Contact as many parents as possible
- Ensure playground is staffed and:
- Turn away any parents bringing pupils;
- Contact parents of any unaccompanied arrivals to come and collect them;
- Supervise any remaining children all together in one class until collected.

Conclusion

Our main consideration at all times must be the safety of the pupils, staff, parents and visitors. Therefore, if any circumstances occur beyond those planned for in this document they must be dealt with in a sensible way always putting the children's welfare first.