

## **Macaulay Primary School**

### **School Closure Policy**

**October 2017**

The school may be unable to open for a variety of reasons including:

- Breakdown of heating
- Frozen or burst pipes
- Inaccessibility of roads and/ or site due to very heavy snowfall.
- It is the responsibility of the head teacher to decide whether or not to close the school.

The Head Teacher will:

- Liaise with the caretaker who should attempt to get to school if at all possible.
- Inform DELTA on 03451960093 (facilities), leaving name, school, reason for closure and contact telephone number.
- Inform the Chair of Governors, explaining the reason for the closure.

The Caretaker will:

- Endeavour to do what he can to make it possible for the school to open as soon as possible e.g. clearing snow etc. However consideration to his safety will be taken into account.

The Vice Principal will:

- Contact parents and staff by text using the 'Parent Mail' system

Phil Benson will:

- Update the twitter page

John Burley will:

- Update the website

The Admin Manager will:

- Contact local radio stations i.e. Lincs FM; Radio Humberside; Viking and Compass, quoting 8123520 and the relevant password. (See separate sheet).
- Email 'This Is Grimsby' in order that their website can be updated.

Staff and parents should listen to the local radio stations and check the school website for updates.

Please note that there is an expectation that staff will use the time at home to undertake appropriate work related activities where possible.

When school re-opens staff should make every effort to get into work and inform the Head Teacher as early as possible if they are unable to get into school.

Staff may need to use public transport or walk to school if the distance allows. In the event that some staff cannot attend, the Head Teacher may decide that some year groups remain at home.

S.Clarkson

Review Date: October 2018

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