

**NORHAM
ST. CEOLWULF'S
C OF E SCHOOL**



Norham C of E First School

**Emergency Closure
Procedure
2017-18**

EMERGENCY PROCEDURES TO CLOSE THE SCHOOL DECEMBER 2017

If the decision to close school is made before school starts

Head teacher will:

- Discuss with key staff before making decision;
- Consult with chair of governors;
- Inform County Hall;
- Arrange to send information to parents via e-mail and Facebook;
- Inform transport providers and after school clubs;
- Post a closure notice on the school website;
- Inform staff. Staff will be asked to either work from home or come in to school in some circumstances.

If the decision to close school is made after school starts

Head teacher will:

- Discuss with key staff before making decision;
- Tell all staff in school about arrangements;
- Consult with chair of governors;
- Inform County Hall;
- Arrange to send information to parents via e-mail and Facebook;
- Inform transport providers and after school clubs;
- Post a closure notice on the school website;
- Update the answer phone message with arrangements;
- Inform catering staff and staff who are due to come in to school later in the day;

Parents must be contacted as soon as practicably possible by email and text:

- Class registers must be brought to the office so that absent children can be confirmed;
- Nursery parents should be asked to collect siblings when they arrive at 11.30 am, to prevent unnecessary journeys.

Staffing:

- Staff will be needed to continue with phone calls, supervise uncollected children, and fetch children whose parents have arrived. This will be a very hectic time and all staff in school will be needed to help;
- Head teacher to co-ordinate staff and allocate roles;
- Staff must not leave the school until they have spoken to the head teacher. This will ensure that we know who is on site and ensure that there is adequate supervision of children. Staff who live out of town and who may have difficult journeys home due to weather conditions will be able to leave first, as soon as it is safe (for the children) and practical for them to do so. Staff who live within walking distance will not be able to leave until it is safe (for the children) for them to do so.

Once parents start arriving:

- Ensure that children are only collected by another parent with verbal parental permission;
- A member of staff must be on the door to record which children have left;
- Children should be taken, with coats and bags to the Early Years classrooms while they wait;
- This will maximise supervision when there are staffing reductions and ensure children's safety;
- Children can leave through the veranda doors which must be supervised at all times;
- The head teacher or senior member of staff will wait in school until all children have been collected. For safety reasons, another member of staff will be asked to wait too.

The safety of the children is of paramount importance.