



Be the best you can be!
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FULL SCHOOL & GRADUAL SCHOOL CLOSURE PROCEDURE

This policy will help us to determine a course of action should we experience a situation that results in a full school closure before the school day or a gradual school closure during the school day.

Procedure

1. In the event of adverse weather, all bus contractors to contact the Admin Team as early as possible advising of any vehicles not running.
2. The school may have to be closed for a number of reasons other than adverse weather e.g. heating, electricity etc. In these situations, this procedure would be followed from No.6.
3. **The number of staff unable to get into school is vital to making a decision on a school closure due to adverse weather.** If possible, all staff should ring the Headteacher before 7.00am if due to adverse weather, they are unable to make it into school.
4. Administrative Officer - To check the admin e-mail address (from home if necessary) and inform Site Manager and/or senior staff of the number of reported staff absences.
5. Using ground conditions and staff absence as an indicator, the Site Manager to determine the likelihood of problems due to weather and to discuss with the Headteacher whether school will close.
6. Wherever possible a decision on a school closure will be made by 7.15am.
7. If a decision is made to close the school, Mrs Floyd will advise Mrs Hughes (CET CEO) of the school circumstances prior to formally announcing a school closure. The Admin Team will send a text message to all parents & staff informing them of this decision. This will be sent remotely if necessary.
8. The Admin Team will ensure that all information is put on the school website and updated as necessary. Online Co-ordinator can carry out this function remotely.
9. Site Manager will put out the school closure signs around the school perimeters - main entrance & exit gates.
10. Any staff who can get to school and designated staff living in Longtown to be on-site ASAP, unless the school is closed for health & safety reasons and the site is deemed unsafe.
11. The main phone lines will need to be manned – this may mean deploying members of staff who are in school. All operations will be co-ordinated from the main office.
12. The number of staff in school (teaching and support) must be monitored – this will be done by a signing-in system at main reception.
13. The Site Manager and Deputy Headteacher will make a decision and inform the media as necessary.

All staff should make a judgement on whether to make the journey to school. At no time should staff compromise their own personal safety.