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| **Closure of School Policy (due to adverse weather conditions)** |
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**Purpose.**

The purpose of the policy is to outline the main reasons that the decision may need to be made to close the school for a period of time.

The document will set out the procedure the College of Teachers will use to determine the necessity of closing the school.

**Information.**

The school is committed to providing uninterrupted schooling throughout the year and has the highest regard for the safety of the children in our care.

The safety of the children and staff is the priority of the school, and if need be the College of Teachers may have to take the decision to close the school.

**Procedure**

If weather conditions necessitate a discussion to take place regarding the need to close the school the following procedure will be followed.

1. A discussion between the College of Teachers and Administrator will take place. The will consider the following.
* Weather conditions – at the time and forecasted
* Is the road to school passable (safely)
* Can adequate numbers of teaching staff get into school (safely)
* Is the school warm enough for the children to attend
* Will parent be able to get their children into the school
* Will parents be able to collect their children at the end of the day
* Is the school bus running
* Is public transport running
1. If it is felt that any of the above mean the school cannot open safety then the decision will be made between the College of Teachers, A member of the teaching staff and Administration to close the school.
2. The reasons for closing the school will be documented in a risk assessment tool, for future reference or reflection on the decision.
3. The closure will be cascaded to the Parent Reps who will then cascade the information to the parents as soon as possible.
4. The decision will also be emailed to all parents.
5. At the end of every day a new discussion will be planned and a decision be made in a timely manner for the next day. The decision to close/reopen the school will be reviewed on a daily basis and communicated to parents.

**Procedure for early closure of the school during the day time.**

The detailed procedure previous will be adapted and followed should weather conditions deteriorate during the course of a school day.

 If a decision is made to close the school early, parents will be contacted as soon as possible to make arrangements to collect their children.

NB It is essential that parents are mindful of weather conditions and ensure they are easily contactable, should the forecast or actual weather conditions be deteriorating.

**Monitoring compliance**

This policy will be reviewed and adapted as necessary.