

# St Mary Magdalen's Primary School



*The family of St Mary Magdalen's is  
Centred on Christ to create  
Inquisitive individuals  
Who feel empowered to  
Engage in the world in which they live*



## School Closure Procedure POLICY

**Date of Implementation: Autumn 2020**  
**Date of Review: Autumn 2022**

## **Inclement Weather and Other Emergencies - Pupils**

In the case of extreme weather, any decision whether or not to close the school will be taken as early as possible. School closures will only take place in extreme circumstances. We anticipate that we will be able to open the school during inclement weather as most staff live within the local area. The Headteacher will consult with our site staff at 6:30am and make a decision about whether school will remain open. In the event of disruption caused by heavy snow, the prime concern of the school must always be the safety of the pupils and staff. Each school closure is logged on a daily basis after reassessment of conditions of the site and the surrounding area and the supervision of pupils.

### **Emergency Closures outside the school day (e.g. snow closures)**

Once a decision has been made to close the school, the following actions will take place.

Local radio stations including BBC Newcastle, BBC Tees, STAR, Capital FM and Metro Radio will be contacted in order that they can broadcast the closure. This information will also be published on the school website [www.st-marymagdalens.co.uk](http://www.st-marymagdalens.co.uk) and Durham Council website. If you tune into these stations and there is no mention of St Mary Magdalen's closing, then we are open for business as usual. This is the means by which we will communicate with all parents and ***I urge you not to phone school because we need to keep the telephone lines clear for staff.***

As a secondary communication method a message may be sent out via the school app or Twitter. Again, we ***urge you not to phone the school.*** Therefore, if it is possible that the school may be closed due to bad weather, please tune in to one of the radio stations and ensure that mobile phones of the main contact are turned on. If you hear that the school is to be closed, it is always helpful to contact others you know to check the message gets through effectively.

### **Emergency Closures within the school day**

If the school has to be closed during the school day, the school will begin a procedure for contacting parents as soon as possible that the school is being closed, through phone calls as well as through contacting local radio stations and Durham Council website.

In such occasions, our main aim is to ensure the safety of the children on the school site whilst waiting to be collected.

## **Decisions to close the school**

The decision to close the school is a serious one. Our main consideration will always be the health and safety of our children and staff. Please be aware that all schools are different and can be affected by such situations in different ways, depending on whether children come to school by bus or whether staff live a long way away etc. School will follow Durham County 'Temporary School Closures Guidance for Schools'.

## **Winter 2020/22**

Hopefully, it will not be necessary to close the school this winter but it is always best to prepare for the eventuality just in case. If you update your mobile telephone number, please ensure you advise the school office who will then update our system with the new number.

## **Safety of the site**

It is unreasonable to expect the whole site to be gritted during inclement weather. There is a gritting/clearing plan in place and the site supervisor/Headteacher will endeavour to operate the plan to keep the site safe. Please be aware that if there are cones on the school playgrounds these are marking the safe entry/exit routes from the school grounds.