

4.03 School Closure Plan

- a) The Council has provided the following procedures to be followed in the event of school closure:



SCHOOL CLOSURE PROCEDURES

1. Inform the Chair of Governors
2. Inform the Council:
 - During office hours (08.00 to 17.00)
 - Telephone 01344 354004
 - AND**
 - Email school.closures@bracknell-forest.gov.uk
 - Outside office hours(17.00 to 08.00)
 - Telephone Forestcare 01344 786500.
 - AND**
 - Email school.closures@bracknell-forest.gov.uk
3. Inform parents/carers as early as possible to avoid un-necessary disruption. This could include:
 - Using the Local Radio Stations*
 - Updating the schools website
 - Updating the schools ansaphone message
 - Email/text where this is available
 - By letter if this is appropriate

The Council will also post the details on its website and keep them updated in response to your calls. The weblink is <http://www.bracknell-forest.gov.uk>

There should be further guidance on coping with Severe Weather in your School Emergency Plan.

If your school does not have an Emergency Plan, there is a blank version of this on the Council's website at <http://www.bracknell-forest.gov.uk/env-emergency-planning.htm>

Please note, unless the LA is informed that your school is closed, we will assume that the school is open.

*The local radio contact details can be obtained from the LA Emergency Duty Officer who can be contacted via Forestcare or David Eagle at david.eagle@bracknell-forest.gov.uk

XXXX School Closure Plan

Date

(Insert responsible individuals in right hand column)

Initiate the School Closure Plan	
<ul style="list-style-type: none"> Assemble the School Emergency Management Team Gather the information, assess the situation and decide what to do Chair of Governors to approve closure, then notify LA 	<i>Headteacher</i>
<ul style="list-style-type: none"> Notify all staff when the School Closure Plan will be activated Nominate staff to deputise for those staff in the Plan who are absent. Organise/ instruct other staff to assist where appropriate. Make and initiate appropriate arrangements for anyone who is disabled, vulnerable or has special needs. Liaise with the LA if additional staff/resources are required 	<i>Deputy Head</i>
<ul style="list-style-type: none"> If appropriate contact School Governors and/or PTA to come to assist the School 	<i>Chair of Govs</i>
Provide Information to Parents/Carers	
<ul style="list-style-type: none"> If there is time draft a letter to parents/carers informing them why the School has closed, when it is expected to re-open, or if this is unknown refer them the where/how they can obtain further information Be visible/accessible when parents/carers collect their children 	<i>Headteacher</i>
<ul style="list-style-type: none"> Print/copy/distribute letters for teachers to give to pupils to give to parents/carers 	<i>Secretary</i>
<ul style="list-style-type: none"> Laminate copies of the letter and fix them to the external notice boards at the School gates 	<i>Site Controller</i>
Inform People that the School is Closing	
<ul style="list-style-type: none"> Contact parents/carers Request local radio stations to broadcast details – see Communication Plan Notify caterers, cleaners, contractors and other site users Cancel after School clubs Notify School Crossing Patrollers and Midday Meals Supervisors Cancel relevant bookings and lettings Inform absent staff Notice to be placed on the School website 	<i>Secretary & Admin Team</i>
<ul style="list-style-type: none"> Request the LA to contact/notify the following if applicable: <ul style="list-style-type: none"> Home-School transport LA catering contractor LA cleaning contractor LA grounds maintenance contractor Borough construction/maintenance contractors Notice to be placed on the Council website 	<i>Bursar</i>
Pupils are Collected by their Parents/Carers	
<ul style="list-style-type: none"> Inform pupils and supervise them until their parents/carers collect them Only release pupils to parent/guardian or person nominated by them to collect pupil Keep log that includes the name of the pupil, the name of the person collecting the pupil, and the date, time and purpose for collection. Persons picking up pupils to provide proof of identity, if not known to staff. Make a risk assessment before allowing, and record of all the children who have walked home on their own, as they normally would. 	<i>Teachers and LSAs</i>
<ul style="list-style-type: none"> Be visible/accessible when parents/carers collect their children 	<i>Headteacher</i>
Before you Leave	
<ul style="list-style-type: none"> Leave an appropriate message on the School ansaphone 	<i>Secretary</i>
<ul style="list-style-type: none"> Make appropriate arrangements for the care of any pets/animals Secure the School buildings and site after everyone has left 	<i>Site controller</i>