



Guidance on Temporary School Closures

Date: December 2018

These are the procedures we follow in the event we will not be able to open, due to severe weather conditions or other exceptional reasons such as boiler failure etc.

If a decision is made not to open the school at the start of the day, or to close the school during the day, parents/ carers will be notified by the following means:

- Message on the home page of our website;
- Text message/ e-mail to the main mobile telephone number/ e-mail address a parent / carer has registered with ParentMail. Please check the local radio stations (see details below) if a message from us is not received, the contact details for you may be incorrect / outdated or missed off our systems. If this happens please let us know, when the school re-opens, so that we can amend our records. It is also important for us to be kept updated of any future changes to your contact details if you wish to receive future messages.
- Message on WISPA Facebook page;
- BBC Essex radio announcement - broadcasting on 103.5 and 95.3 FM 729, 765 and 1530 AM and DAB and on the website www.bbc.co.uk/essex;
- Heart FM radio announcement - broadcasting on 102.6 and 96.3 FM or www.heartessex.co.uk;
- Visit Essex County Council's homepage at www.essex.gov.uk, and search for Emergency School Closures or click in to the Education and Schools area, click Schools, click Dates and click Emergency Closures. The Emergency Closures page will update as and when notifications are received, therefore it is recommended to continue to check or refresh the page.

If no message is received/ there is no announcement on the local radio stations then please assume the school is open. Please do not block phone lines by calling in.

A decision to close the school will only be made as a last resort, as every effort will be made to keep the school open wherever possible. In bad weather, as well as the children's welfare, we must also have regard for the health and safety of those staff who have to travel long distances to get to school. We must also be confident that we will have sufficient staff in place to supervise and take care of the children, at the start of the day. These circumstances are sometimes difficult to assess very early in the morning and a decision has to be made on the information we know at the time.

If we do have to close the school, we would always aim to resume our normal service as soon as is possible. We do open the school (8.45 am every school day) 10 minutes earlier than our published school time opening of 8.55 am, to cover any time lost through any unavoidable/unplanned school closures. Fortunately these are rare occurrences.