



Guidance on Temporary School Closures

Date: December 2023

These are the procedures we follow in the event that we are unable to open due to severe weather conditions or other exceptional reasons such as boiler failure. 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:

- Text message/ email to the main mobile telephone number/ email address a parent / carer has registered with ParentMail.
- Message on the homepage of our website;

Please check [Essex County Council's Emergency School Closures page](#). 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If you do not receive a message from us, the contact details for you may be incorrect / outdated or missed off our systems.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 essential that you update the school office of any changes to your contact details.**

If no message is received/ there is no message on the school website 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. The Executive Headteacher and Heads of both schools will liaise with each other to make the decision, but there could be rare occasions where one school may be affected but not the other, for example boiler failure.

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, for example if there is "Do Not Travel" guidance from the Met Office. 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 normal service as soon as possible.