

School Closure Procedure



King Henry VIII 3-19 School Ysgol 3-19 Brenin Harri'r VIII

We believe in the limitless capacity for everyone to achieve great things.

Effective from: March 2024

Approved by Governors: March 2024

Next Review Due: March 2025

Rationale for school closure

A number of factors may require a full or partial school closure. The reasons for this will usually fall into one or more of the following categories:

- It is not safe for the school to open (this may refer to one or more of the school sites)
- It is not safe for staff and/or pupils to travel to school
- There is not enough staff for the site to open safely (this may result in a full or partial closure)
- There is a health and safety reason during the school day that requires the school to close

School closure will be avoided unless absolutely necessary. The school also recognises that the younger the pupil, the more important it is to keep them on the school site. In the event of unavoidable partial school closure, the school will prioritise younger pupils and those pupils studying for examinations.

Communication of closure to parents and carers

Careful consideration will be given to communicating with parents and carers to ensure they are kept fully informed.

If the decision for closure of the school has taken place over the weekend, during the school holidays, or during the evening of the day before, the school will contact parents and carers using our communication platforms:

- Email
- Notice on school website
- Twitter
- Facebook
- School answerphone message

This communication will take place as soon as possible prior to the start of the day, week, or term.

Timetable for response to school closure before the start of the day

There may be emergency occasions where the school needs to fully or partially close as a result of a decision that needs to be made on the morning of the school day. In these situations, the following schedule is followed. This is likely to be because of extreme weather.

6.00am	Jonathan Watson (Headteacher) and Haidee Clarke (Business Manager) discuss the issue and initiate the school closure procedure.
6.00am	Haidee Clarke (Business Manager) calls Russell Thomas and the site team to risk assess the sites and to clear ice/snow etc.
6.10am	Staff to email Jo Mayo (Acting Deputy Headteacher – Primary site) or Mark Stockham (Deputy Headteacher – Secondary site) if they cannot attend work for health and safety reasons – email by 6.10am.
6.15am	Haidee Clarke (Business Manager) informs Jonathan Watson (Headteacher) of the condition of the sites. Jonathan makes the decision if the school (one or both sites) need to close because of health and safety issues.

6.20am	If the site is deemed to be safe to open: Jonathan Watson (Headteacher) calls Mark Stockham (Deputy Headteacher) and Jo Mayo (Acting Deputy Headteacher – primary site) to check if there is enough staff to open safely. Jonathan uses the available staffing information to decide if the school (one or more sites) needs to close (partially or fully) because of the health and safety implications of a lack of staff.
6.30am	Jonathan Watson (Headteacher) informs Mark Stockham (Deputy Headteacher), Jo Mayo (Acting Deputy Headteacher), and Haidee Clarke (Business Manager) of the decision to close/partially close/open.
6.35am	Mark Stockham (Deputy Headteacher) and Jo Mayo (Acting Deputy Headteacher) inform all members of the Senior Leadership Team
6.35am	Haidee Clarke (Business Manager) contacts catering and cleaning staff with the decision to close/partially close/open
6.35am	Martin Williams (Assistant Headteacher) informs MCC Passenger Transport Unit to cancel school busses
6.35am	Jonathan Watson (Headteacher) puts message on Twitter regarding school closure
6.35am	Jonathan Watson (Headteacher) calls Teresa Worthing (Headteacher's PA) to arrange for details of the school closure to be placed on the school website.
6.40am	Jonathan Watson (Headteacher) emails all staff with the decision. (Staff are requested in advance to check emails at this time before travelling to work).
6.40am	Haidee Clarke (Business Manager) contacts Nikki Wellington (MCC) to arrange school closure notice on MCC website/twitter and local media/radio
6.40am	Teresa Worthing (Headteacher's PA) calls Sacha Corrado (Office Manager) to cancel any supply staff bookings.
6.40am	Jo Mayo (Acting Deputy Headteacher) cancels any supply staff bookings.
7.00am	Jonathan Watson (Headteacher) calls Chair of Governors to inform of decision
7.00am	Rhian Davies and Jo Mayo organise pupil learning to be placed on SparxMaths, EduCake, Vocabulous, and Study Ladder.

The previous schedule will be adapted if the school is required to close during the school day and the same methods of communication will be used when organising pupils to return home.

Key contacts

Nikki Wellington	07766504389
Catering	07870 748684
Transport	01633 644777 07976 437123 07773117144 beckypritchard@monmouthshire.gov.uk lukestockton@monmouthshire.gov.uk
Snow clearance	01633 644151 07836 619465 NigellLeaworthy@monmouthshire.gov.uk