



Unavoidable School Closure Policy

March 2014

LGGS Unavoidable School Closure Policy - Parents and Pupils

We would ask that you keep this in a safe place for future reference.

Every effort will be made to keep school open at all times, but regard to children's safety must take precedence. If an event arises during the day that results in the decision being made to close the school, the following procedure will apply.

- a.** The local situation will be monitored by the school. Advice from the police and local bus and train companies will be sought. The school will respond to their advice.
- b.** Pupils will be informed of the need to close the school. Members of senior staff will brief each year group in years 7 to 11 on the arrangements for the closure and help them make arrangements to get home. Sixth form will be dismissed from their classes.
- c.** Pupils will be allowed to leave school once they have talked to a parent about arrangements for going home.
- d.** After school events: clubs, detention, Parents' Evenings will be postponed.
- e.** Where adverse weather is forecast, pupils should be suitably clothed, with appropriate footwear.

Please have an action plan organised in advance if the school were to close part way through the day, in terms of where the pupil should go.

In the event of school closure and on subsequent days

A decision will be made between as early as possible either the evening before or first thing in the morning (before 7.30 a.m.) as to whether the school should remain open or be closed. In the event of closure messages will be:

- Broadcast on The Bay Radio (96.9/102.3 & 103.2FM)
- School answer phone
- Published on the school website