

# Emergency School Closure Procedure Adverse Weather Policy

**Bridge Barn Farm  
Woodhill Road  
Sandon  
Chelmsford  
CM2 7SG**

**Clarity Independent School is committed to safeguarding...**

*"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."*

Clarity Safeguarding Policy September 2024

**Written by Debbie Hanson**  
Head Teacher

**This is version [4.2]**  
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**Next Update:** Jan 2025  
**Name:** Debbie Hanson

## The Procedure

< 7:00am: HT and Deputy to make a decision regarding the potential school closure before 7am.

7.00am: HT will text all staff via the group Whatsapp to confirm school closure.

All staff to reply to Whatsapp message asap to avoid having to be chased by phone call.

Business Manager / Administrator to contact taxi companies by 7.30am to confirm closure.

Headteacher to text parents to confirm closure and ask all parents to reply asap by text. Follow up with phone call if not heard back.

Deputy Head to update staff with further instructions about the day regarding rotas and staffing in accordance with job descriptions and accredited roles.

Headteacher let LEAs know about school closure details, through a message on 'Report School Closure' page on the 'My School' part of Essex Infolink website (Essex) and directly by email to other LEA referrers.

### During a virus outbreak or period of adverse weather, staff to:

- Have this procedure with them at home and school each day, or be aware of its presence on the website.
- Have pupils' folders and exercise books (where possible) and planning with them at home and school each day.
- Be prepared to adapt any lesson material so that it can be emailed to parents if children need to work at home, using school email account and CC'd to Headteacher, SENDCO and Deputy Head.
- Have Arbor and other login details with them at all times, home and school.
- Have chrome-book with them at all times, home and school.
- Use '141' before dialling parents' number if using personal mobile / phone to call / text them. Preferably use email.
- Know how to use Teams and zoom for lessons in addition to talking pupils through

learning objectives and materials on the phone. (See Home-learning Policy for more information.)

- Be very encouraging, supportive and positive (even more so than usual) towards parents and pupils at this difficult, worrying time. There may be a whole range of reactions to the current situation and we never know people's personal and family situations.

## **FAQ:**

### **If school is closed:**

In the event of the school being temporarily closed, all staff will receive their usual salary and will be expected to work from home by setting, issuing and receiving work to and from their home email accounts.

In the event of school closure, if staff cannot work from home for whatever reason, they must follow our reporting absence procedures (see staff handbook on their contract re reporting sickness).

### **In the event of a longer school closure / lockdown:**

All staff and pupils stay at home and work from home where possible.

Staff to be in touch daily and support each other and the pupils through wellbeing calls.

Staff to set children work to complete at home where possible.

Follow the school's Home-learning Policy.

Overall responsibility for school closure at **Clarity Independent School** rests with the Headteacher: Debbie Hanson, Headteacher