

Emergency School Closure Procedure

**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 2026

Written by Debbie Hanson
Headteacher

This is version [6.1]

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Name: Debbie Hanson

Rational

School closure will only ever be considered as a last resort. In the event that closure is necessary, the procedure outlined below will be followed.

Where possible, partial closure or reduced provision will be considered before full closure. Every effort will be made to reopen as quickly as possible, with the health and safety of pupils and staff remaining the top priority.

This procedure is informed by Department for Education guidance on emergency planning and school closures.

The Procedure

< 7:00am: HT and Assistant Heads to make a decision regarding the potential school closure before 7am. If HT unavailable, Assistant Head will make the decision and notify HT as soon as possible.

7.00am: HT will notify all opted-in staff of school closure via the school's Operational WhatsApp group, (with personal, individual messages to non-opted-in staff at the start of their working hours (8.15am / 8.30am). If the HT is unavailable, the Assistant Head will send this notification.

All staff must reply to the Operational Group Whatsapp message (e.g. thumbs up emoji will suffice) asap.

In the event of partial closure, the HT liaises with Assistant Heads around roles, responsibilities, rotas, cover, first aiders (pupils), first aiders (staff) and fire marshals to ensure sufficient staff onsite.

HT and Assistant Heads identify any vulnerable pupils requiring welfare checks or alternative arrangements during partial / full closure.

Business Manager / Administrator to contact taxi companies by 7.30am to confirm closure / partial closure using the transport provider contact list held in known (online) location.

Business Manager / Administrator to email parents to confirm closure and ask all parents to reply asap by email. Follow up with phone call if not heard back by 8:15am.

Assistant Heads to update staff with further instructions about the day, regarding rotas, staffing and roles.

HT to let Local Education Authorities 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.

Parents, staff and the Local Authority will be informed as soon as a reopening date is confirmed.

During a virus outbreak or ongoing 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 access to pupils' folders and work, and their 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 Assistant Heads.
- Have Go4Schools and other login details committed to memory.
- Always have their laptop with them, home and school, during school terms.
- Contact parents via email wherever possible. If calling from a personal mobile from home, use 141 to withhold your number.
- 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 during a challenging time. There may be a whole range of reactions to an ongoing difficult situation (e.g. long-term adverse weather / contagious illness etc.) to be considered.
- Safeguarding responsibilities remain in place during closure, including monitoring of vulnerable pupils and appropriate welfare checks.

Practical measures:

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 work 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).



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