

Al-Noor Primary School School Closure Policy

Designated person: Headteacher, Someera Butt, or the Deputy Head or another delegated member of staff.

1. Introduction

On occasion school leaders may need to shut the school during term time. This could be due to adverse weather conditions, or due to the building suddenly becoming unsafe, for example due to fire or flooding. This policy sets out the procedure for school staff to follow when making a decision to shut the school in such an eventuality.

1.1 The 'Coping with a School Emergency Policy must be referred to and closely adhered to in the first instance of any emergency. This policy must then be referred to in the event of school closure being necessitated.

2. In the event of anticipated adverse weather

2.1 The headteacher, in her absence the deputy head, will consult the following websites to make a decision regarding school closure and make the decision by 6.15am at the latest on the day of closure, earlier if possible:

- http://www.metoffice.gov.uk/weather/uk/se/se_forecast_warnings.html
- www.tfl.gov.uk (buses, tube, DLR, overground and rail),
<http://www.tfl.gov.uk/tfl/livetravelnews/realtime/buses/default.html>
- <http://www.tfl.gov.uk/tfl/livetravelnews/realtime/rail/default.html>
- www.highways.gov.uk (roads)
- www.redbridge.gov.uk (public services, school closures)
- http://www.redbridge.gov.uk/cms/news_and_events/winter_weather_information/school_status_information.aspx

2.2 If a decision is made to close, the headteacher must immediately enact the following to communicate the decision across the school:

2.2.1 Ring the Chair of trustees to advise and receive his views.

2.2.2 Ring the deputy head, in his absence the school office manager or the designated trustee for school ICT, to ask him to put a note up on the school website and text all families that the school will be closed.

2.2.3 The headteacher will text all staff members, requesting that they also contact close colleagues to ensure all get the message.

2.2.4 The School Office Manager will ensure that the Staff Contact List featuring all staff contact details will be kept up-to-date annually and

whenever a new staff member joins the school. Volunteers will also be added.

2.2.4 The headteacher will ring the School Office Manager and ask her to record a voice message on the school line for parents and to inform all school clubs that day (including the Hifdh class and the after school madrassah) about the school closure.

2.2.5 The headteacher will ring the school Caretaker and ask him to put up signs on the main doors if possible.

3. In the event of the building becoming unsafe for use:

3.1 If this happens when the school is empty, steps 2.2.1 through to 2.2.5 must be followed

3.2 If this happens whilst the school is in progress then:

3.2.1 All school staff must follow the school's evacuation procedures and congregate outside the Al-Noor club House adjacent to the school, taking headcounts and registers as is the norm in this case.

3.2.2 Once the headteacher has decided that pupils cannot return to the building, s/he must source an alternative safe building to instruct staff member to safely take pupils to.

3.2.3 School staff must then, using information inside the school registers, contact all parents via text message, email and phone call to collect their children. The school might be unsafe to use its equipment so staff will have to use their personal phones or that of a neighbouring business.

3.2.4 The headteacher will inform the chair of the Board of trustees that day and write a letter to parents explaining the cause of the evacuation and any further updates as soon as is reasonably possible.

4. Policy Review

4.1 The Board of Trustees monitors and reviews this policy and its implementation.

4.2 The policy will be reviewed every 4 years.

4.3 Incidents and the implementation of this policy will also be reviewed as soon as possible after they occur.

Review Date: October 2021

Signed on behalf of the Board of Trustees by: _____

Signature: _____ Date: _____

Version History

Version Number	Date
CLP.17-18.2	08/12/17