

Chorleywood Primary School

School Closure Protocols for Parents/Carers

As a school we have reviewed our closure protocols to ensure that you are notified of any school closures as efficiently as possible.



The decision to close a school in severe weather, or when responding to a public emergency, will be based on the following:

- local conditions
- an assessment of risk
- direct guidance from the local authority

We understand that any school closure causes disruption to parents and the decision is only ever made in extreme circumstances.

The aim is to notify everyone as quickly as possible - as close to 7:00 a.m. However, senior staff need to liaise with contacts in Chorleywood to assess the situation.

The staff will always endeavour to make it in to work if at all possible and our staff have discussed making the appropriate provision for their travel. This may involve longer journeys by sticking to well gritted roads, taking the train and walking or leaving cars at the outskirts of Chorleywood and walking to school. It is essential that the pupil staff ratios in the school meet requirements to ensure the children are safe.

If there is snow there are various options available to us:

1. The school is open
2. The school is closed
3. The school will plan to open later to allow staff to travel safely to work

Although we may plan to open later than usual, for example at 10:00 a.m., we will only be able to open if enough staff have made it to work. Parents will be updated as soon as we have information to share. We are unable to predict the severity of the travel conditions but will have staff assessing the situation, coordinating and liaising with staff.

If there is snow you will need to:

- Check your mobile phone for a text message via Schoolcomms or Everbridge
- Check your emails
- Check Heart 96.6 Hertfordshire radio station: <http://www.heart.co.uk/watfordhemel/news>

To **sign up** to receive the school's emergency messages, please click on:

member.everbridge.net/index/892807736725489

This link will direct you to the "Sign Up" page where you should click on the "sign up" button located at the top right hand side of the page on the black strip and from there follow the instructions. It should take no more than 5 minutes to register and you can edit your information should it change at any time.

All children attending the school in the snow will need to have a change of clothes, as well as warm coat, wellies, hat, gloves and scarf. If the conditions are safe the children will be given the opportunity to spend a short amount of time enjoying the snow.

If the school is closed teachers will email work for your children to complete. Obviously, the priority is the safety of your child / children and if the conditions are hazardous you should only travel to school if it is safe to do so.