

QUICK REFERENCE ACTION PLAN FOR MANAGING SCHOOL CLOSURES

(Part of the Business Continuity Plan)

This annex provides a quick reference action plan when a decision is made to close the school due to severe weather (flood/snow) or other unforeseen event such as fire, flood or heating failure etc.

School closure procedure

- An initial assessment of the school site and conditions is made by a nominated member of staff.
- The decision to close the school is a local management decision made by the Headteacher in consultation with the Chair of Governors. Once a decision has been made, the school must notify the Local Authority.

The following actions will be considered/ taken:

Action	Notes	Done
Inform Staff of closure and make alternative working arrangements		
Inform Parents/Guardians by issue of the text message service and update to school website (https://haggerston.hackney.sch.uk/)		
Inform visitors/contractors expected at the school that day		
Assess the situation to monitor weather and road conditions if school closure decisions are required during the day. Review TfL announcements regarding impact on public transport.		
Assess School Business Continuity Plan if a longer term school closure is enforced. Consider online or virtual studies for pupils or work plans for home education.		
Where a school site is open during periods of snow, assess the school site to ensure safe access is maintained.		
Ensure provision is in place for pupils that turn up to a partially open school, even if non-curriculum activities need to be planned for the day.		
Other considerations		