



SAINTS PETER AND PAUL  
CATHOLIC HIGH SCHOOL

# School Closure in Emergency Situations Policy and Procedure

Last updated: January 2024

## **1. Aims**

The aim of this policy is to set out procedures in the event of extreme conditions such as excessive snow, flooding, etc. The school will take advice, where appropriate, from the relevant authorities. This policy exists to ensure the safety and well-being of all students and staff.

## **2. Policy Statement**

It is the School's policy to keep the school open if at all possible. It is very unlikely that the School will ever have to close and parents/carers and students should assume that the school remains open unless they hear otherwise. It is the School's policy that all staff should make every effort to get to school within reasonable safety parameters.

## **3. Procedure for School Closure**

A decision to close the school during the school day will generally only be made if we feel that this is the best way to ensure the safety of students. Information will be sent to parents using the ClassCharts system and our social media channels/website will also carry information.

Should an event necessitate an early finish, students will only be allowed to make their own way home, if it is deemed safe to do so. All students must be aware of what arrangements parents and carers are likely to put in place in the event of the school closing due an event such as bad weather.

Where we believe there are likely to be problems with public transport, we will use Radio City as well as appropriate websites or X feeds to convey the news as widely as possible. We will also use our social media channels/website, ClassCharts, local radio and media to advise parents if the school will not be re-opening after closure and to advise parents when the school will re-open.

Facilities at the school will remain open for those students who cannot return home until their parents or carers arrive at the school.

### **For the information of students who travel on public transport**

The school will attempt to contact the bus companies prior to any decision about the closure of the school to make them aware of our early closure. It is advisable for parents to have alternative arrangements in the event that the buses cannot run due to bad weather.

## **Important work for students**

If the school closes early, students in exam classes will be directed to take home relevant school books, in case of the continued closure of the school. If the school is closed without prior warning all exam students must consult their school email and website to access work set by the teaching staff.

## **Poor weather conditions / closure overnight**

A decision not to open the school will usually be made by 7.00am. The school will generally only not open if it seems clear that it would be hazardous for a significant number of staff and students to get to school or if insufficient numbers of staff can get into school to ensure adequate supervision of students. Students who arrive in school will be directed to a place of safety.

## **Summary**

If it is necessary to close the school, this will be publicised as follows via:

- ClassCharts
- School Social Media Channels/website (**[www.saintspeterandpaul.halton.sch.uk](http://www.saintspeterandpaul.halton.sch.uk)**) after 7.00am in the morning; please remember to press 'refresh' if you are accessing the website over a period of time as this will allow access to updated information
- A recorded message on the status of the school will be left on the following telephone number: **0151 424 2139**
- Local radio and media (Radio City, Widnes World)

Classcharts and social media channels/website will be the most important method of informing parents of the current situation. Use will be made of local radio stations and media although it is not guaranteed that the school will manage to get through. The school will make every effort to contact the bus companies to ascertain whether they regard their normal routes as safe. Email will be used to give detailed information and staff and students should check their school mailbox frequently.

**PLEASE NOTE THAT IT IS ESSENTIAL FOR SCHOOL TO HAVE CURRENT MOBILE PHONE DETAILS FOR PARENTS/CARERS AND STAFF FOR THE CLASSCHARTS SYSTEM TO WORK EFFECTIVELY.**

## Staff Communication in Case of School Closure

Principal / Vice Principal  
Decide on closure  
Inform Senior Leadership Team,  
Office Manager  
Communication Manager  
Oversee site risk assessment

Comms. Manager  
to inform  
Radio/Media

Director of Finance and Resources to co-ordinate site risk  
assessment with Facilities Manager and inform...  
Halton Borough Council   Site Manager   Network Manager  
Business Manager   Office Manager

Office Manager  
to inform all staff  
and students via  
Classcharts and  
email

Facilities Manager  
To inform  
Catering Manager  
To support site risk  
assessment

Comms. Manager  
to place message  
on school social  
media  
channels/website  
and record phone  
message

Systems  
Coordinator  
To inform  
supply  
agencies

Catering Manager to  
inform  
catering staff