



SCHOOL CLOSURE POLICY & PROCEDURE

This policy relates to all sections and activities of the school e.g. Prep & Senior School, Nursery & Infant School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

Only in exceptional circumstances will the school close e.g. extreme weather or widespread illness (flu pandemic). In such cases a decision will be made by the Headmaster who will inform the Chair of School Council. Once a decision has been made, this will be relayed as soon as practicable via the school website, Facebook and twitter.

EMERGENCY CLOSURE SERVICE

Details will be announced on BBC Radio Tees and on the Red House School website (www.redhouseschool.co.uk), Facebook and twitter.

- Parents of children who are delivered to school will be informed as they arrive at the school.
- Those children who do arrive at school will be looked after by a member of staff until they can be collected either by the parent or by the contact person as supplied by the parents.
- If neither of these persons can be contacted it may be necessary apply the School's non-collection of children policy.

CLOSURE DURING SCHOOL HOURS

- If the school is to be closed during normal hours, the school will contact parents or emergency contacts. Children would be supervised until collected.
- School buses will set off earlier than scheduled if feasible. Where a bus is re-scheduled to set off earlier than normal children will only be permitted to travel, after parents have been informed of the change, and where necessary able to meet their child/children when dropped off.
- If clubs are cancelled without parents being aware, those children who have siblings at school will be sent home with them; single children will be kept at school until parents or emergency contact numbers have been informed, and the children have been collected.
- If it proves impossible to contact personal numbers for a particular child it may be necessary to apply the School's non-collection of children policy. **Parents must ensure that the school always has up-to-date information.**
- There will be unforeseen incidents as no policy can cover every situation. Our main concern would obviously be for the safety of the children in our care we would ensure that they were all being looked after by a responsible adult, in a safe environment.

LONG TERM SCHOOL CLOSURE

Should the school need to be closed for an extended period, for instance in the event of a Flu Pandemic, then parents will be kept informed of the school's status via the school website. Teachers, should they be well enough, will provide work to enable those pupils who are not ill to continue with their studies.

Work for the children will be delivered electronically. The mechanism for doing so will be communicated to parents via email.

It is anticipated that the school offices will remain open, subject to staff being well enough, during a school closure, and that teachers will be available to answer queries with work.

Once the authorities have determined that the risk to children and staff has been reduced to an acceptable level that the school can reopen then this will again be relayed via the School Website, Facebook and twitter.