



EMERGENCY SCHOOL CLOSURES

This procedure is for guidance and to ensure current best practice is followed. Use in conjunction with appropriate risk assessments and the schools ice clearance & gritting plan.

The decision to close a school will normally rest with the Headteacher or in her absence the schools Senior Leader. A decision will be made before 7.30am and on the basis of information received from the media about weather, supplemented by on the spot observation, either personally for from staff members better placed to make such observations and through appropriate external agencies such as the Met Office. Parents will receive information on the school closure by:-

- Text message before 7.30am
- School website (www.knaytonschool.co.uk)
- Google search (nycc school closures)
- Radio stations - BBC Tees - 95.0 FM - www.bbc.co.uk/tees

BBC York and North Yorkshire - 95.5 FM 103.7 FM or 104.3 FM - TFM Radio - 96.6 FM - <http://www.tfmradio.com>

Factors involved in reaching the decision to close the school are likely to be - Access to the school, ie, road conditions, Breakdown of school essential services (heating electrical services, water etc).

Mobile Checklist - Parents to have their mobiles to hand and check that they are charged, and have credit on them.

Although it is recognized that severe weather conditions make it difficult for staff to get to and from work, unless advised to the contrary by the Headteacher, then the expectation is that staff will present themselves at work.



Headteacher – Mrs Nikkie Beniams

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Closing the school early during the day - If the weather deteriorates during the day we may need to close early so that pupils and staff can get home safely. If this happens, we will use texts to alert parents, and update the website. In such cases it is important that you have your mobile with you and are available to pick your child(ren) from school, or able to meet them of the transport bus if they are running.

Please continue to look at the website for information about re-opening. Pupils are then expected to dress sensibly both for the weather and for a normal school day. Some buses may not be able to operate or only cover a limited route: we are very grateful to parents who are able to get their children into school but realise this is not possible for everyone.. Despite everyone's best efforts, decisions about school buses are sometimes unclear until the bus is due to leave the depot in the morning – or even part way round a route. The drivers always try their best to keep going but they also need to be responsible for their passengers' and their own safety.

Clearance of snow - Within the school site, the school is responsible for snow clearance and clearing of approach paths is the specific task of the caretaker. When severe weather is forecast the caretaker should be tasked to lay salt and grit on arrival. The clearance of the public roads is the responsibility of the Highways Department.

If there is any question of children's safety being at risk, for instance if they are let out at break time and the playground area is unsafe, school has a responsibility in inclement weather to keep children indoors.

In the Event of School Being Closed - If the school is closed it is the responsibility of the Headteacher to ensure that the following happens.

- Text to parents
- The school website is updated
- Inform NYCC
- Notices are placed at the school entrance advising visitors, parents and pupils that school is closed.



Headteacher – Mrs Nikkie Beniams

Telephone 01845 537 291 • Fax 01845 537 257 • Email admin@knayton.n-yorks.sch.uk • Website www.knayton.n-yorks.sch.uk
Stockton Road, Knayton, Thirsk, North Yorkshire YO7 4AN

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- School is appropriately staffed by teachers/teaching assistants to deal with any pupils who arrive at school unescorted until parents or emergency contacts can collect them.

These tasks do not all have to be completed by the Headteacher, although they have the overall responsibility for ensuring each has been carried out.



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