

St Edward's First School, Windsor

Emergency Closure Policy

The Staff and Governors of St Edward's First School have a duty of care to protect all staff and students and, with this in mind, there are certain circumstances that may necessitate the school having to close. The Headteacher, in conjunction with the Chair of Governors and RBWM, may take the decision to close the school for one of the following reasons:

- Emergency or critical incident
- Risks to health or safety
- Instruction from the Chief Medical Officer
- Epidemic
- Industrial Action
- Days of extreme weather conditions.

The school will endeavour to keep all parties – parents, staff, Governors, Local Authority and Diocese – well informed of the situation, and to re-open the school as soon as is feasibly possible.

Closure Before School Starts

A decision will be made by **7.00am**.

The home page of the school website will carry an emergency message.

A text message and an e-mail will be sent to all families.

A message will be given to BBC Radio Berkshire (DAB 104.1 or 94.6 FM) and to Heart FM (102.9 FM)

The RBWM School Closure pages will be updated.

Please check your mobiles and emails, the websites and radio stations, and call the school office only if absolutely necessary.

DO NOT bring your child to school if a message has been issued to say that the school is closed.

On the school's website, there is also a page of suggested activities the children could complete should they not be able to attend school. Please use with your children if you wish.

Alternatively, we may decide to open the school at **10.30am**, which would give us time to clear the school site, address health and safety issues and allow extra time for safer travel for families and staff.

However, should conditions start deteriorate after 7.00am, or the site cannot be made safe, we would announce a full day's closure, by the methods detailed above, **by 9.15am**. We would prefer that the children lose only one hour of learning rather than losing a full day if we were forced to make a decision too early.

Please note that no After School Clubs or Activities will operate during periods of extreme weather. School will close for all children at 3.15pm and they must be collected at this time.

Closure During the School Day

All children will be supervised until they are collected.

The school will contact parents by email, text message or the emergency contact details provided. If you are unable to collect your child, we will seek your permission to allow your child to be collected by someone else.

PLEASE ENSURE THAT YOUR EMERGENCY CONTACT DETAILS ARE KEPT UP TO DATE

If the children are in school on a snowy day, please understand that it is unlikely that they will have access to the full curriculum and may well be placed in mixed age classes. Please ensure that they have weather suitable clothes and waterproof shoes.