Northgate Primary School

Emergency School Closure Procedures

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The school could have an emergency closure due to severe weather or other unexpected circumstances for the two reasons below

1 The school cannot be accessed
2 Not enough teaching staff can travel in

All staff will have to consider that any decision will not be made before 7:30am so you are advised not to attempt to travel before that time. We can cope with lateness, that is not an issue. Your safety and the children's safety is paramount.

1 The school cannot be accessed

Action	**Done**
Assessment of situation is made by Head Teacher following consultation with FLP and a decision is made whether to close or not	
Head Teacher will contact Chair of Governors	
Once a decision to close the school has been made, the Office Manager (OM) will send a text to all staff via the Northgate Whatsapp Group, parents via MCAS and Aspens Kitchen Manager via Northgate Whatsapp Group who will contact their staff.	
Headteacher will contact Holiday Inn and School Transport (CoFSA) Jodene Hall-School Transport Manager-01823355452	
Head Teacher will contact relevant media	
Add details of closure to Schools Closure List. This information will be picked up by local media and an LA contact who will inform all key agencies. The email can be sent by any member of staff **providing they use their LEAD (County provided) email account.** Include name and location of school and further information as appropriate, e.g., whether partial closure, temporary change of hours, etc. Remove any personal contact details/auto signatures from email as it will be published in full. This information must be renewed daily as it is automatically deleted at 00.00.	
SLT will put an announcement on the website	
If anyone has a volunteer, visitor or student due it is their responsibility to inform them	
Reassess the situation throughout the day and check school closure website.	

2 Not enough teaching staff can travel in so school will be closed

Action	Done
Assessment of situation is made by Head Teacher following consultation with FLP and a decision is made whether to close or not	
Head Teacher will contact Chair of Governors	
Once a decision to close the school has been made, the Office Manager (OM) will send a text to all staff via the Northgate Whatsapp Group, parents via MCAS and Aspens Kitchen Manager via Northgate Whatsapp Group who will contact their staff.	
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SLT will put an announcement on the website	
If anyone has a volunteer, visitor or student due it is their responsibility to inform them	
Reassess the situation throughout the day and check school closure website.	

<table>
<tr><th>Action</th><th>By</th></tr>
<tr><td>Assessment of situation is made by Head Teacher following consultation with FLP and a decision is made whether to close or not</td><td>HT</td></tr>
<tr><td>Head Teacher will contact Chair of Governors</td><td>HT</td></tr>
<tr><td>After receiving a phone call from Head Teacher send a text to all staff via Northgate Whatsapp Group and parents informing them of the school closure via MCAS</td><td>OM</td></tr>
<tr><td>
<table>
<tr><th>Account holder</th><th>username</th><th>password</th></tr>
<tr><td>Katie Penny, Headteacher
Sheila Norman, SENCO
Joanne Rosslyn
Colette Weston</td><td>Northgate1(Katie),
Northgate2 (Sheila),
Northgate3 (Joanne),
Northgate4 (Colette)</td><td>Password1$</td></tr>
</table>
Contact Somerset Council https://service.somerset.gov.uk/report-a-school-closure to add details of the closure.
This information will then be picked up by the local media and an LA contact who will inform all the key agencies.
</td><td>HT</td></tr>
<tr><td>Get a message put on the school website and inform Kitchen Staff</td><td>SLT</td></tr>
<tr><td>Reassess the situation during the day</td><td>HT</td></tr>
<tr><td>If school is closed for a second day SCC will need to be contacted again</td><td>HT</td></tr>
<tr><td>Katie Penny
Sheila Norman
Kevin Drew 07496 345521
Rich Coath
Nicole Priestman
Joanne Rosslyn
BBC Somerset Sound (somerset@bbc.co.uk) 01823 323956</td><td></td></tr>
</table>

Procedure Reviewed by:	Katie Penny - Headteacher
Signed: 	Roger Smith -Chair of Governors
Dated: 21.11.2024	