

Newton Westpark Primary School



School Closure Policy

September 2017

School Closure Procedures Policy - Inclement Weather and Other Emergencies

Pupils

In the case of extreme weather, any decision whether or not to close the school will be taken as early as possible. The Headteacher will consult with the site manager at 6:30am and

make a decision about whether school will remain open. In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and Staff. Each school closure is logged on a daily basis after reassessment of conditions of the site and the surrounding area and the supervision of pupils.

Emergency Closures outside the school day (e.g. snow closures)

Once a decision has been made to close the school, the following actions will take place.

We will announce the closure on the Wigan Council Emergency Notices School Closure website page:

<https://apps.wigan.gov.uk/EmergencyNotices/SchoolNotices.aspx>,

and local radio station:

<http://www.wishfm.net/>

If you check the Closure website or tune into these stations and there is no mention of Newton

Westpark Primary closing, then we are open for business as usual.

As a further communication method a text alert will be sent to the main contact for your child. This will be the primary method of keeping parents/carers informed.

We will also aim to publicise the closure via the school's website and school Facebook Page.

Updates will be sent during the day as appropriate. Please try to refrain from telephoning school as

we need to keep the lines available for staff communications.

Emergency Closures within the school day

If the school has to be closed during the school day, the school will begin a procedure for

contacting parents as soon as possible that the school is being closed, through text alerts as well as telephone and the school Facebook page.

In such occasions, our main aim is to ensure the safety of the children on the school site whilst waiting to be collected.

Decisions to close the school

The decision to close the school is a serious one. Our main consideration will always be the health and safety of our children and staff. Please be aware that all schools are different and can be affected by such situations in different ways, depending on whether children come to school by bus or whether staff live a long way away etc.

Hopefully, it will not be necessary to close the school this winter but it is always best to prepare for the eventuality just in case.

If you update your mobile telephone number please ensure you advise the school office who will then update our system with the new number.

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