**Temporary School Closure and/or Emergency Procedure**

If a situation arises at a school that requires temporary closures, (including bad weather conditions) please follow the guidelines below. These guidelines should be used *together* with the school’s own policy of advising parents and other relevant bodies of the closure.

**Community and Voluntary Controlled** schools need to notify the Deputy Director of Education and provide the rationale for a closure via email to [Clive.Haines@Achievingforchildren.org.uk](mailto:Clive.Haines@Achievingforchildren.org.uk)

**Voluntary Aided, Academies and Free** schools’ governors are invited to inform the Deputy Director of Education as soon as possible.

These emails should, where possible, include the name and address of the school, the reason for closure and expected period of closure.

If you are unsure or wish to discuss if closure is appropriate, please contact Clive Haines on 0782 586 2200 (having also considered the section below in relation to buildings).

For issues relating to buildings

For schools that have bought into the Reactive Repairs & Service Contract (Part 1), if the cause of the potential closure is related to the buildings, please contact Property Services first in case the closure is preventable. The number for the Property Services Maintenance request helpdesk is 01628 796004. Schools should ring this number between 0830 and 1630, Monday to Friday.

Outside these hours and during weekends, calls will be diverted to the Control Room (Tinkers Lane).

The Control Room will then contact your nominated school key holders and in case of a serious emergency, the Director and/or Deputy Director - Education.

If your school has NOT bought into the Reactive Repairs & Service Contract (Part 1) you will need to obtain your own specialist advice on whether the issue can be addressed quickly enough to avoid closure.

**Next Steps**

Once the borough has been notified of a school closure:

1. The Director’s office will inform the relevant Borough staff and relevant contractors (i.e. home to school transport and catering), provided your school is part of the Borough contract. If not, you will need to advise your own contractors.
2. Review transport protocol [Extreme Weather Conditions - Procedure.pdf - Google Drive](https://drive.google.com/file/d/1gHFxYiZugV__vVW6o3kgc5YqPd0uvkP9/view)
3. Schools will put into operation their own Emergency Plans – notifying parents and other parties of the closure.
4. Information about the closure will then be put onto the RBWM website.