Emergency Closure Procedures

On rare occasions, the school may need to close or partially close at short notice, for example due to:

- adverse weather conditions.
- problems related to the safe operation of one of the sites such as heating, electricity or water supply.
- In the event of severe adverse weather conditions, we will endeavour to publish the decision as to whether school is closed on the front page of our website by 7.30am and send a notification via Class Charts. If our website does not have a message of closure, please always assume that school is open.

Closure before the start of school

- A decision to close school will generally be made by 7.30am.
- If the school has to be closed, an announcement will be made on Class Charts. Information will also be available on the school's website (www.sirjohnthursby.lancs.sch.uk).
- Any student arriving at school unaware of the closure will be met by a member of staff who will assist in making arrangements for the student to get home.

School closure during the day

This happens rarely and any decision to close will be made only after consultation with the Headteacher and Leadership Team following a specific risk assessment.

- Students will be informed of the closure and will be asked to contact parents/carers using their mobile phones. Students who need help in contacting parents/carers will be supported by the Pastoral Team.
- Parents/Carers will be notified of the closure by Class Charts.
- Students who normally walk home will be requested to do so.
- Students who are collected from school or who have special travel arrangements will be asked to telephone home to ask about emergency arrangements.
- School will be kept open and staffed by an adult until the last student is able to leave.

Parents/Carers

We ask that parents/carers support this policy to ensure the welfare and safety of their children by:

- Ensuring that sons/daughters have parents'/carers' up-to-date emergency contact details to discuss arrangements.
- Only telephoning school if necessary; telephone lines become jammed very quickly.
- Assuming that school is open unless notified to the contrary.