



Yanwath Primary School

Yanwath,
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Interim Headteacher:
Mrs Cate Floyd

"Be The Best You Can Be"

FULL SCHOOL & GRADUAL SCHOOL CLOSURE PROCEDURE

Aims: This policy will help us to determine a course of action should we experience a situation that results in a full school closure before the school day or a gradual school closure during the school day.

Procedure

1. In the event of adverse weather, all bus contractors to contact the Admin Team as early as possible advising of any vehicles not running.
2. The school may have to be closed for a number of reasons other than adverse weather e.g. heating, electricity etc. In these situations this procedure would be followed from No.6.
3. The number of staff unable to get into school is vital to making a decision on a school closure due to adverse weather. Staff to text SH or CF if unable to get into school, who will then inform Site Operations Manager (NP/ CW). CF or SH will contact HW / GS to check on local ground conditions.
5. Using ground conditions and staff absence as an indicator, the Site Operations Manager to determine the likelihood of problems due to weather and to discuss with the Headteacher whether school will close.
6. Wherever possible a decision on a school closure will be made by 7.15am.
7. If a decision is made to close the school, Mrs Floyd will advise Mrs Hughes of the school circumstances prior to formally announcing a school closure. The Office Manager (SH) will send a message to all parents & staff informing them of this decision. This will be sent remotely if necessary.
8. The Office Manager (SH) will ensure that all information is put on the school website and updated as necessary. Office Manager can carry out this function remotely.
9. Any staff who can get to school and designated staff living in Yanwath or Penrith to be on-site ASAP, unless the school is closed for health & safety reasons and the site is deemed unsafe.
10. The main phone lines will need to be manned - this may mean deploying members of staff who are in school. All operations will be co-ordinated from the main office.
11. The number of staff in school (teaching and support) has to be monitored - this will be done by a signing-in system at main reception.
12. All staff should make a judgement on whether to make the journey to school. **At no time should staff compromise their own personal safety.**

