



EMERGENCY CLOSURE POLICY

THIS POLICY WAS APPROVED:	
POLICY VERSION:	VERSION 1.0
THIS POLICY WILL BE REVIEWED:	MAY 2023
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	MIKE FISH
THIS POLICY WAS CONSULTED WITH:	LOCAL GOVERNING BOARD
THIS POLICY WAS DISTRIBUTED TO:	MARLEIGH PRIMARY ACADEMY STAFF

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1 Introduction and aims

- 1.1 The aim of this policy is to set out Marleigh Primary Academy's (MPA) procedure in the case of emergency closure.
- 1.2 Emergency closure will only ever be used as a last resort and for reasons of health and safety. The staff of MPA appreciate the significant inconvenience closure is likely to cause for parents and carers.
- 1.3 In the event of emergency closure the staff of MPA will prioritise first, the health and safety of the MPA community, and second, communication with parents and carers until the matter is resolved.
- 1.4 Every effort will be made to re-open the academy at the earliest safe opportunity.

2 Methods of communicating with the MPA community

- 2.1 In the event of conditions threatening the safe opening of MPA, staff will keep the community informed via the following:
 - The academy website
 - Social media (Twitter, Facebook, Instagram, Whatsapp)
 - Email
 - (if available) SMS text message
- 2.2 Should very sudden and unexpected events necessitate quick communication with parents and carers, staff may also communicate by phone.

3 Closure before the start of the academy day

- 3.1 In the case of extreme weather, lack of water, gas leak, or any other reason potentially compromising the health and safety of pupils or staff, the decision whether to close the academy will be taken by the headteacher as early as possible and immediately communicated to the MPA community via the methods in section 2.
- 3.2 In the case of heavy snowfall, the primary factor to consider will be the number of staff able to travel safely to work, and the minimum ratio of adults to pupils needed to ensure pupil safety during the day.
- 3.3 If the decision is taken to open following heavy snow, parents and carers will

be expected to assess their own travel risks. To make this easier, MPA may suggest a time later than the usual academy start time for parents and carers to aim to get children in for (e.g., 10am).

- 3.4 Staff will be understanding if parents decide that the risk of travel is too great and decide not to bring children in.
- 3.5 If the situation changes, this will be communicated to parents and carers immediately and the academy will re-open as soon as safely possible.
- 3.6 If the decision to close is made after some children have already been dropped-off for breakfast club, staff will prioritise their safe supervision until they can be collected by parents or carers.

4 Emergency closures within the academy day

- 4.1 In the unlikely event that the academy has to be closed during the day, staff will begin a procedure for contacting parents as soon as possible. This will include via the methods listed in section 2, including via phone, and sms text message, if systems allow.
- 4.2 In this situation, the safety, wellbeing and adequate supervision of pupils will be prioritised until they can be safely collected by parents.
- 4.3 Staff must take care to ensure the safe hand-over of pupils to their parents. No children will be allowed to leave unsupervised.