



In the event of the school having to close due to severe weather or public emergency the following 'Emergency Closure Plan' will come into force:

Plan1: Closure before the school has opened for the day

1. The decision will be taken by the Headteacher and Chair of Governors by approximately 8:00am.
2. The Headteacher will use the website and the Emergency Contact Pyramid regarding our Open, Closed or Late Opening status which will be sent to parents, staff and governors via text or email. Information will also be placed on the school website home page.
3. The Headteacher will also use a contact pyramid to inform all staff members and Parent Forum (PF) Representatives. PF Representatives will notify parents via their class WhatsApp group. Music, Language teachers and all services (suppliers/contractors) will use the school website for up to date status information.
4. School closure will also appear on the Herts County Council website. This page can be accessed using the link www.hertfordshire.gov.uk as well as Heart 101.7 Essex.
5. The School website and contact pyramid will be used to update parents on the school's status throughout the day (am and pm).
6. This process will be repeated the following morning/s if the school is to remain closed/late opening.

Plan 2: Later Opening

Please note in the event of inclement weather, or any other circumstances, the School will have a later start time of 10:00am. Should it not be possible to open the School at this later start time, or in the event of an emergency, the Emergency procedure listed in PLAN 1 will take place.

Plan 3: Closure during the school day

1. The decision to close will be taken by the Headteacher and Chair of Governors
2. The Headteacher will inform all staff on the premises
3. The office staff will contact parents via Schools Comms parent mail – text/email and via Parent Forum representatives
4. Arrangements can be made for children to go home with other family members or friends if parents are going to be delayed in getting to the school, providing the school is notified of these arrangements.
5. Parents will be advised if the school will be open the following day. If that information is not available at the time of closure, PLAN 1 will come into force the following morning if the school is to remain closed.