



THE MARK WAY SCHOOL SCHOOL CLOSURE

Circumstances may arise that render the school unfit to receive pupils, such as unfinished building work, failure of the heating system, problems caused by bad weather or the Covid-19 virus. In this event the LA are not breaching their obligations as long as the decision is justified and proportionate.

1) Key Roles/Responsibilities in the event of a temporary closure:

The Headteacher

- The Headteacher will decide if the school should be closed following discussions with the Caretaker/Site Manager, the Chair of Governors, the governing body if appropriate and other colleagues if applicable. The Caretaker/Admin Officer will call the Headteacher if they believe there is a reason that the school cannot open.
- If school closure is necessary, the Headteacher will phone the following people:
 - Deputy Head Teacher
 - SLT Members
 - The Admin Team (Lana Kemp) will contact Passenger Transport to cancel taxis/buses
- The Admin Officer will phone The Breeze and the LA,
- The headteacher will inform the Chair of Governors.

The Caretaker/Site Manager

- The Caretaker/Site Manager will phone the Headteacher/Admin Officer at home in the event of circumstances that may justify a temporary closure, if the Admin Officer is contacted she will contact the headteacher.
- The Caretaker/Site Manager will phone the School cleaners to inform them of the closure.

The member of Staff responsible for the Website and Parentmail

- Will put a notice on The Mark Way School website
- Text message all staff and parents/carers

2) Key Procedures:

- If it is known that a school closure is imminent parents/carers will be informed by letter/text or email the day before, and advised that an announcement will be made on The Breeze in the morning. The information will be put on the school website as well as a text message mail sent out.

- If severe weather conditions are imminent parents will receive a reminder of these procedures, the school will use the text service to aid this.
- Through these means, parents will be advised to phone or email the school if in doubt, or if they find that the school transport has been cancelled and check the school website.

3) School re-opening:

- The Headteacher will decide when school will re-open and the roles and responsibilities outlined in section 1) will be implemented as appropriate.

Reviewing this policy

This policy was reviewed and approved by the head teacher in Autumn 2021. It will be reviewed in Autumn 2025 or earlier if required.

Headteacher: Sonia Longstaff-Bishop

Date: December 2021