

## Emergency Closure

In the case of having to close the school the procedure is as follows:

Caretaker contacts Headteacher to inform of any reasons the school would need to close.  
e.g. Heating failure / Power cut / Weather conditions.

The headteacher contacts teaching and support staff to establish whether or not it is possible to open the school.

If it is deemed necessary to close the school, the headteacher informs the Chair of Governors and the Local Authority.

The headteacher informs all families via the school texting system.

The headteacher checks all texts are delivered. If a text fails the headteacher will endeavour to contact the family via landline number.

If texting system fails - Headteacher will contact staff to start the emergency phone tree.

The Local Authority informs local radio stations and updates the school closure website.  
<http://ww3.gloucestershire.gov.uk/closedschools/>