

Policy and Procedure: School closure

Date of Board Approval: September 2018

Review Date: September 2019



SCHOOL CLOSURE PROCEDURES - ARRANGEMENTS FOR STAFF

In case of bad weather, transport to contact the Principal regarding road conditions by 6:30am



The Principal makes a decision to open/close school and informs transport drivers by 6.45am



Parents and staff are informed by Parent mail by 7:00am



Transport drivers inform transport parents by 7:00am



The Administrator will contact parents and all staff and put information on Leeds Education Hub for Leeds City Council website and local Radio Stations and school website.

The Administrator will contact the lunch provider regarding school lunches by 8am.

ALL STAFF IS TO ASSUME THAT THE SCHOOL WILL BE OPEN THE FOLLOWING DAY UNLESS STATED OTHERWISE