



## School Closure Policy

### Introduction

There may be exceptional circumstances where the school needs to close temporarily, such as in the event of power, heating or fire alarm failure.

### Risks if pupils are in school

- Pupils getting cold and associated health problems
- Accidents due to poor light
- Fire alarms may not work if back-up and battery services have also been affected
- Telephones may not work

### Action

Children may be asked to leave.

### Risks if pupils are sent home during the School day.

- Lack of supervision of children.

### Policy

- Decision may be made that children need to go home if teaching becomes impossible or impracticable
- This decision will normally be made by the Coordination Group
- The school's website will be used as a central information point to inform parents of any news
- Pupils except those in Class 11 may only be released to go home where parental permission has been obtained
- Class 11 pupils may be released without parents' being informed provided general permission has been obtained in advance.
- We will keep children in school wherever possible, at the parents' risk, if parents are unable to make arrangements to collect or do not give permission, provided any risk is not felt to be overriding
- In the event of an emergency at the beginning of the day all pupils must register in their classrooms. Parents who wish to take their children straight home should inform the teacher. Pupils should

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*never* return home without seeing their class teacher or guardian or other responsible person first to register.

### **Extreme weather conditions**

School policy is to endeavour to keep School open irrespective of weather conditions. In such cases we ask parents to notify us in the normal way if their child is not coming in. It is parents' responsibility to judge whether their child needs to leave early and to inform the School.

Procedure for Class Teachers / Guardians in the event of closure before the start of the School Day.

In the event of conditions such that the School may not open for the day where this is known before 7.30 am, the following procedure should be followed:

- A text messaging and email service will be used to inform parents of the school closure
- Class teachers / guardians may telephone class reps, who will be asked to contact specific parents to tell them the School is not open. These parents will be asked to note the response and inform the teacher or the School which parents have said they will keep their children at home.
- Priority should be given to telephoning those families in the class where the child is a younger sibling.
- Teachers should endeavour to come to School to ensure cover arrangements for those children who turn up, unless otherwise told.
- Teachers and office staff will meet parents and record when parents take children back home.
- Teachers and office staff will then endeavour to contact parents of children who have come to School in Class 10 or below for them to be picked up or for permission for them to return.

Policy last reviewed August 2017

Lesley Taberer, Bursar

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