



Elmfield Rudolf Steiner School

School Closure Policy

June 2019

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead)			
Date	Reviewed and Updated By:	Role	Date Approved by the Council of Management
03/06/19	Lesley Taberer	Bursar	
15/7/20	Name change update		

Introduction

There may be exceptional circumstances where the school needs to close temporarily, which could be:

Loss of Heating

Regulatory failure to provide adequate heating would mean the school may be closed before it is due to start or during the school day. The decision will be made by the Bursar, Education Lead and Chair of College, parents will be informed by ParentMail and/or telephone.

Pupils will gather in the warmest area and be collected from that location. Staff members to assist and sign pupils out into the care of their parent/guardian.

Arrangements will be made to supervise pupils who are not able to be collected in conjunction with advice from parent/guardian. The school website will be kept up to date with relevant instructions and parents advised to check this rather than call the school.

The decision to re-open school will be communicated to parents via ParentMail and on the school website.

Loss of Power

Regulatory failure to provide adequate power would mean the school may be closed before it is due to start or during the school day. The decision will be made by the Bursar, Education Lead and Chair of College, parents will be informed by ParentMail and/or telephone.

Pupils will gather in the safest area and be collected from that location. Staff members to assist and sign pupils out into the care of their parent/guardian.

Arrangements will be made to supervise pupils who are not able to be collected in conjunction with advice from parent/guardian. The school website will be kept up to date with relevant instructions and parents advised to check this rather than call the school.

The decision to re-open school will be communicated to parents via ParentMail and on the school website.

Bad Weather

Elmfield School's policy is to endeavour to keep the school open irrespective of weather conditions.

If parents decide not to send their child(ren) to school, they are asked to inform the office in the usual way to report the absence.

The decision to close is made by the Bursar, Education Lead and Chair of College, parents will be informed by ParentMail and/or telephone.

Pupils who have arrived in school prior to a decision to close will gather in the safest area and will be collected from that location. Staff members will assist and sign pupils out into the care of their parent/guardian.

The decision to re-open the school will be communicated to parents via ParentMail and on the school website. Arrangements will be made to supervise pupils who are not able to be collected in conjunction with advice from parent/guardian.

The school website will be kept up to date with relevant instructions and parents will be advised to check this rather than call the school.

Pupils sent home during the School Day

With the exception of Class 11 pupils, who are all aged 16 or over, no pupil will be allowed to leave the school in the event of a School Closure unless permission has been gained from their parent/guardian (this can be verbal or written).