

Exceptional Closure Policy for St Columban's College

This policy outlines the roles, responsibilities and procedures to be followed when a decision to close the school must be made. While it is not possible to be prescriptive for every eventuality the main decision to close the school must be based on the health and safety of all staff and pupils in the school.

Roles

The Principal or Vice-principal will decide whether to close the school based on a risk analysis of the situation. The Chair of Governors will be informed as well as the CCMS either by phone or email.

A Risk Assessment Form will be completed outlining reasons and kept for audit purposes with principal.

Exceptional closure due to **adverse weather** conditions will occur if a suitable compliment of staff to supervise pupils is unavailable or it is too dangerous for pupils to be brought to school. In addition, the grounds of the school maybe unsafe due to ice and snow or there are no utilities available. (See Checklist for Principals.)

Procedure for Communication for Exceptional Closure due to adverse weather.

1. Staff will be informed if school has not commenced.
2. Every effort will be made to contact parents re the school closure, if possible by phone or referral to school website. Parents are requested to contact other parents.
3. Notification of school closure will be on BBC website or www.stcolumbans.org or MYSCHOOL following guidelines provided by BBC for adverse weather conditions.
4. If pupils have arrived in school and the school is to close the staff will contact parents and ensure the safe collection of pupils.
5. At all times the health and welfare of all staff and pupils is paramount.
6. The decision to close will be on a daily basis. Every morning the situation will be reviewed. In case of adverse weather the principal will monitor the weather updates from the Met Office and decide accordingly.