



**St Edward's Catholic First School**  
Parsonage Lane, Windsor SL4 5EN  
Head Teacher : Mrs Sarah Matthews  
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### **Emergency Closure Policy**

The Staff and Governors of St Edward's First School have a duty of care to protect all staff and students and, with this in mind, there are certain circumstances that may necessitate the school having to close. The Headteacher, in conjunction with the Chair of Governors and RBWM, may take the decision to close the school for one of the following reasons:

- Emergency or critical incident
- Risks to health or safety
- Instruction from the Chief Medical Officer
- Epidemic
- Industrial Action
- Days of extreme weather conditions

The school will endeavour to keep all parties – parents, staff, Governors, Local Authority and Diocese – well informed of the situation, and to re-open the school as soon as is feasibly possible.

#### **Closure Before School Starts**

A decision will be made by 7.00am

The school website will carry an emergency message

A text message and an e-mail will be sent to all families

A message will be given to BBC Radio Berkshire – DAB 104.1 or 94.6 FM and also to Heart FM – 102.9 FM

The RBWM School Closures page will be updated

Please check your mobiles and e-mails, websites and radio stations, and call the school office only if absolutely necessary.

**DO NOT** bring your child to school if a message has been issued to say that the school is closed.

On the school website, there is also a page of suggested activities the children could complete should they not be able to attend school. Please use these activities with your children if you wish.

Alternatively, we may decide to open school at **10.30am** which would give us time to clear the school site and address health and safety issues and also would allow extra time for safer travel for families and staff. Should conditions deteriorate, or the site not be deemed safe, we would announce a full day's closure, by the methods detailed above, by 9.15am. We would rather the

children lose only an hour of learning, rather than a full day, when we are forced to make a decision too early.

Please note that no After School Clubs, including Cuckoo Club, will operate during periods of extreme weather. School will close for all children at 3.15pm and they must be collected at this time.

### **Closure During the School Day**

All children will be supervised until they are collected.

The school will contact parents by e-mail and text message using the email addresses and mobile phone numbers provided by parents. If you are unable to collect your child yourself, we will seek your permission to allow your child to be collected by someone else.

**IF YOU UPDATE YOUR MOBILE PHONE NUMBER OR YOUR EMAIL ADDRESS, PLEASE ENSURE THAT YOU ADVISE THE SCHOOL OFFICE IMMEDIATELY**

[Office@secfs.org.uk](mailto:Office@secfs.org.uk)

If the children are in school on a snowy day, please understand that it is unlikely that they will have access to the full curriculum and may well be placed in mixed age classes. Please ensure that they have weather-suitable clothes and waterproof shoes.

<b>Reviewed:</b>	Headteacher	November 2018
<b>Approved:</b>	Governing Board	5 <sup>th</sup> December 2018
<b>Ratified:</b>	N/A	N/A
<b>Review frequency</b>	Every three years	