



Severe Weather & Emergency Procedures December 2020

In the event of bad weather or an emergency the school will, very occasionally, need to close but we will do our utmost to remain open. The decision to close is not taken lightly and is only made after full consideration of the safety of the site (including heating, pathways and the access road) and in consultation with local authorities and bus companies to ascertain local conditions. Due to the various information required, please note that it is not always possible to make a decision about school closure and site safety until around 7.00am.

Should the decision be made to have a later start or close the school in the event of bad weather or an emergency, the mechanism of informing you about the arrangements is shown below:

- Parents will be informed by text message to the primary contact of a 'late start' or closure. For the system to work, you must ensure that our records are kept up to date with any changes to mobile telephone numbers.
- A message will be placed on the home page of the school's website: <http://www.clareprimary.org>
- A notice will be placed on Suffolk County Council's school closure page: <https://schoolclosures.suffolk.gov.uk/>

There is often a 'time-lag' between making the decision to close and appearance on any website. This is because of the high volume of people trying to access the systems.

In the event of a 'late start' due to bad weather, Clare Primary will finish at the normal time – between 3 and 3.15pm. Please note, however, that some bus companies may choose to collect students to take home early even if the school stays open until 3:15pm for other bus routes. We will inform you via the methods listed below if that is the case. There will be no after school lessons/clubs/meetings for pupils unless the weather has improved considerably during the day. We will communicate our position clearly via the methods noted above.

In the event of worsening weather conditions during the school day necessitating closure, we will give as much notice as possible and communicate this decision by the modes of communication listed below. We would expect that pupils will use their normal mode of transport home and if this is not possible then we will try and contact parents/carers to make the safest alternative arrangements.

Unless told to the contrary, parents and carers should assume that the school will re-open the following day. This system will operate on a second and subsequent day if necessary. This information will be provided using the communication methods listed above.

Staff should attempt to get into school, whenever possible, unless informed of a closure.

Revised December 2020