

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through excellent education.



School Closure Policy

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1.0 Introduction

- 1.1 The Ted Wragg Trust is an ambitious and inclusive trust of schools strengthening communities through excellent education. Our school closure procedures are designed to support planning for and dealing with emergencies, including significant public health incidents and severe weather. The Trust is committed to ensuring, as far as reasonably practicable, that all schools remain open and provide face-to-face education. However, the safety, health and welfare of pupils, staff and visitors is paramount.

This policy sets out the Trust's approach to temporary school closures or restricted opening in response to emergencies. The purpose of this policy is to:

- Provide a clear framework for decision-making during emergency situations
- Ensure effective communication with parents, carers and staff
- Safeguard pupils and staff
- Minimise disruption to education where safe to do so

2.0 Definition

- 2.1 For the purpose of this document, The Ted Wragg Multi Academy Trust is referred to as **the Ted Wragg Trust or TWT** or **the Trust**. An emergency is any unexpected event that poses a risk to safety or welfare requiring temporary closure or restricted operation.

- 2.2 This policy has due regard to:

- Emergency planning and response for education, childcare, and children's social care settings.
- Health and Safety at work Act 1974
- Keeping children safe in education

3.0 Emergency School Closure Procedures

- 3.1 The Headteacher (or designated senior leader) will decide whether or not to close school following a risk assessment. The presumption will always be to remain open where safe. Where possible decision will be taken by 7.30am.
- 3.2 Early closure during the school day may occur if safety is compromised.

4.0 Communications

- 4.1 Parents and carers will be informed via SMS message, email, website <https://www.cranbrook.education/> and social media https://www.facebook.com/cranbrookeducation?locale=en_GB. We ask that parents/ carers ensure that the school have up to date contact details at all times.
- 4.2 Key staff will remain at the school with students until they are collected or in the case of secondary school students until parents/carers have given permission to the school for students to make alternative arrangements for getting home. In the event that it is not safe to remain on the school site, students will be evacuated to another local site and will be supervised by school staff.

5.0 Safeguarding and pupil welfare

- 5.1 Safeguarding responsibilities remain fully in force during any closure or period of restricted operation.

- 5.2 Where a school closes during the school day:

- Pupils will not be sent home unless safe arrangements are confirmed

- Key staff will remain on site to supervise pupils until collected
- For secondary-aged pupils, parental permission may be accepted for alternative travel arrangements where appropriate.
- If remaining on site is unsafe, pupils may be moved to an alternative local location and supervised by school staff in line with the school's Emergency Plan.

5.3 Particular consideration will be given to:

- Vulnerable pupils
- Pupils with SEND or medical needs
- Pupils reliant on school transport