


MERTON COURT SCHOOL



Abridged Emergency Closure Plan Information for Parents/Carers

To be reviewed September 2023 by: Headmaster, LT
Signed by Headmaster/ Proprietor: 
Shared with staff: 21/9/22
Put on website: 21/9/22

Applies to:

- The whole school including the Early Years Foundation Stage (EYFS), Breakfast Club, After School Club, Holiday Playscheme and all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), the Proprietor and volunteers working in the school.

Other relevant documents:

- Data Protection Policy
- Working Together to Safeguard Children (sept 2018)
- Keeping Children Safe in Education (Sept 2022)
- Communications Policy

Availability

This policy is made available to parents and staff in the following ways, on the staff shared drive, and on request, a copy may be obtained from the School Office.

Summary of Snow Policy

We will always do everything we can to remain open during snowy weather. The safety and well-being of staff and children are of the utmost importance to us

and any decision to close the school will be taken after we have considered the following:

- Are there enough staff members to be able to provide a proper educational environment?
- Can the school provide lunch for the children?
- Are the school grounds safe enough to allow access?
- Does the school have heating, lighting and hot water as legally required?

Early morning closure

If there is any reason that the school cannot open in the morning, the school will do the following:

- Text (via 'parentmail') parents before 7am
- Put a message on the home page of our school website

Please do not assume that the school is closed if there has been snow overnight. If there is no message on our website, then the school is open as normal.

If the school does decide to close, we will text (via 'parentmail') all parents and staff once a decision has been taken to re-open the school.

Closure during the school day

If there is any reason that the school has to close once pupils and staff have arrived, the school will do the following:

- Inform all pupils in school
- Text and email (via 'parentmail') all parents as soon as the decision has been taken
- Put a message on the home page of our school website

Please do not assume that we will close the school because of inclement weather and please resist the temptation to phone the school as this will only jam the switchboard. Use the website as your first port of call. We will text all parents and staff once a decision has been taken to re-open the school.