



ALL SAINTS

Learning and  
Succeeding Together

# Netheravon All Saints C of E Primary School

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[www.netheravonallsaints.school](http://www.netheravonallsaints.school)

Headteacher: Mrs Gillian Durrans BEd (Hons)



Salisbury Plain  
Academies

## Emergency Closure Procedure

We recognise that the decision to close a school in the event of an emergency (e.g. snow, flooding, no water or heating) significantly impacts upon you, as parents and guardians. This document outlines the agreed procedure which all schools within Salisbury Plain Academies are asked to follow, it offers advice to parents on the key things to consider, both before and after the decision to close has been made.

Guidance and procedures are sent to all schools on an annual basis. To prevent the possibility of fraudulent school closures, schools are required to follow a verification process before providing school closure information.

Schools are then asked to:

- Undertake a risk assessment, using common sense to determine whether it is feasible for children and staff to remain in the school; and if not, what subsequent risks could arise by sending them home. Before school hours start, schools are also asked to assess if the roads are safe for children/staff to travel to school.
- Seek approval from the Chief Executive Officer (CEO) to authorise the decision to close.
- Notify Wiltshire Council and the three local radio stations (BBC Wiltshire, Heart FM and Spire FM).

## Netheravon All Saints Procedure

If school closure is unavoidable, we will inform parents by text, social media and via the website at the earliest available opportunity. The three main radio stations will also be alerted (BBC Wiltshire, Heart and Spire FM).

Decisions must be taken by 7am and it is important that parents understand that although conditions may improve later in the day, our decisions must be made early to ensure the correct communication and safety procedures can be followed.

## Who to Contact?

If the decision is made to close, you will be notified by the school's notification procedure. Should you need to contact the school directly, please be aware that the line(s) may be busy or unavailable when a large number of parents are calling at the same time. We will endeavour to update the school website, and where possible will send communications (where the facility exists) directly to parents.

