Please find below details of our emergency closure procedures.
We respectfully request that these are kept for future reference.

……

Emergency Closure Procedures

On rare occasions, the school may need to close at short notice due to:

- Adverse weather conditions
- Problems related to the safe operation of the school, such as heating, electricity or water supply

CLOSURE BEFORE THE START OF SCHOOL

- A decision to close school will be made by 7.30am
- If the school has to be closed, a text message will be sent to each child's priority contact
- The school website will be updated with a message regarding the closure on the home page
- The 'Friends of Edenfield Primary' Facebook page will be updated with details of the closure
- Information will be passed to LCC for publication on their 'unavoidable school closure' page (http://www3.lancashire.gov.uk/education/school_closures)
- Information will be passed to local radio stations

(Please be aware that the speed with which third parties update their information is outside the control of Edenfield Primary School.)

SCHOOL CLOSURE DURING THE DAY

This happens rarely and any decision to close will be made only after consultation with the Headteacher and SLT, following a specific risk assessment.

- If the school needs to close, a text message will be sent to each child's priority contact
- Where text messages are unable to be sent, school will telephone the child's primary contact
- The 'Friends of Edenfield Primary' Facebook page will be updated with details of the closure
- School will be kept open and staffed, until the last pupil is able to leave

PARENTS/CARERS

We ask that parents and carers support these procedures to ensure the welfare and safety their children by:

- Ensuring that we have up to date emergency contact details, and that mobile communication is possible at all times
- **Assuming that school is open, unless notified to the contrary**