



# St Francis Catholic Primary School School Closure Policy

**Date:** November 2019

**Ratified by Governing Body**

**Review date:** November 2021

## Contents

Mission Statement .....	2
1. Aims .....	<b>Error! Bookmark not defined.</b>
2. Legislation and guidance .....	<b>Error! Bookmark not defined.</b>
3. Definitions .....	<b>Error! Bookmark not defined.</b>
4. Roles and responsibilities .....	<b>Error! Bookmark not defined.</b>
5. Where charges cannot be made .....	<b>Error! Bookmark not defined.</b>
6. Where charges can be made .....	<b>Error! Bookmark not defined.</b>
7. Voluntary contributions .....	<b>Error! Bookmark not defined.</b>
8. Remissions .....	<b>Error! Bookmark not defined.</b>
10. Monitoring arrangements.....	<b>Error! Bookmark not defined.</b>

---

## Mission Statement

### **‘I am a sign of God’s love’**

At St Francis we love, learn and grow in the footsteps of Jesus and are active signs of God’s love through praying, respecting and serving others.

## Introduction

In the event of disruption due to severe weather conditions, or other events (for example, the boiler breaking down), the school must always consider the safety of its pupils, staff and visitors. With this in mind, St Francis Catholic Primary School has a responsibility to ensure that the school remains open, wherever possible, to avoid disruption to pupils’ education.

Any decision taken to close the school will be made as quickly as possible by the Head Teacher, taking into consideration the safety and accessibility of the grounds at the school site; whether or not the school is sufficiently well-heated; and if the school is able to provide a school meal for pupils. Wherever possible, the school will remain open at all times.

## Notifying parents and staff of school closure

In the event of the school having to close, or close partially, families and staff will be notified in the following ways:

- By text message – parents should ensure that the school has up-to-date mobile telephone numbers and contact details for nominated family members;
- Details will be posted on a school Twitter page as soon as possible:  
@LittleStFrancis
- Details will be posted on the school website as soon as possible:  
<http://www.st-francis-p.walsall.sch.uk>
- Details will also be posted on the Local Authority's website: <http://www.walsall.gov.uk>
- The following local radio stations will be informed – BBC Radio West Midlands 95.6FM, Heart FM 100.7FM, Free Radio Birmingham 96.4FM.

## School closure during the school day

If severe weather should develop during the day, the school will aim to remain open until the end of the school day (3.15pm). However, if this is not possible, parents will be contacted by text message or telephone and asked to collect their children, or give verbal permission for their children to make their own way home as soon as possible, with a nominated adult.