



Yanwath Primary School

Yanwath,  
Penrith,  
Cumbria,  
CA10 2LA

t: 01768 840739  
e: [admin@yanwath.cumbria.sch.uk](mailto:admin@yanwath.cumbria.sch.uk)  
w: [yanwath.cumbria.sch.uk](http://yanwath.cumbria.sch.uk)

Headteacher:  
Ms June Venus

*"Be The Best You Can Be"*

## FULL SCHOOL & GRADUAL SCHOOL CLOSURE PROCEDURE

### Aims

This policy will help us to determine a course of action should we experience a situation that results in a full school closure before the school day or a gradual school closure during the school day.

### Procedure

1. In the event of adverse weather, all bus contractors to contact the School office on 01768840739 as early as possible advising of any vehicles not running.
2. The school may have to be closed for a number of reasons other than adverse weather e.g. heating, electricity etc. In these situations this procedure would be followed from No.6.
3. **The number of staff unable to get into school is vital to making a decision on a school closure due to adverse weather.** All staff should email HT before 7.00am if possible [june@yanwath.cumbria.sch.uk](mailto:june@yanwath.cumbria.sch.uk), if due to adverse weather, they are unable to make it into school.
4. Using ground conditions and staff absence as an indicator, the Office Manager and AHT to determine the likelihood of problems due to weather and to discuss with the HT whether school will close.
5. Wherever possible a decision on a school closure will be made by 7.15am.
6. If a decision is made to close the school, HT will advise LH of the school circumstances prior to formally announcing a school closure. The Admin Teamleader will send a text message to all parents & staff informing them of this decision. This will be sent remotely if necessary.
7. The Office manager will ensure that all information is put on the school website and updated as necessary. On-Line Co-ordinator can carry out this function remotely and is contactable at home on 016977 46156 or 07767 415 992
8. The number of staff in school (teaching and support) has to be monitored – this will be done by a signing-in system at main reception.

**All staff should make a judgement on whether to make the journey to school. At no time should staff compromise their own personal safety.**

## **GRADUAL SCHOOL CLOSURE**

### **Procedure**

1. In the unlikely event of a situation arising that means Yanwath Primary School has to close during the school day (adverse weather, electricity failure etc), YPS will implement a gradual school closure. The Office Manager will liaise with the Headteacher, and the Admin Teamleader will then contact bus contractors and schedule the collection of students.
2. In the event of deteriorating weather conditions during the school day, bus contractors may contact Yanwath with details of route(s) which are affected and when they are coming to collect students. Parents in remote areas may also request early collection.
3. JV will advise LH of the school circumstances prior to formally announcing a school closure.
4. Office Manager to contact the media (CFM & Radio Cumbria) with the gradual school closure message(s). The Office Manager will ensure that information is put on the website and updated as necessary. A text will also be sent to the parents of the affected students – this will be done remotely if necessary.
5. Pupils will only be sent home on a bus if parents have been contacted.
6. If we implement a full school closure, the Office Manager will send a text message to parents informing them of the decision to close the school, following liaison with The JV.
7. Any staff who must leave due to adverse weather conditions must inform JV.

*Review & Published October 2017*