

SCHOOLS CLOSURES – PROCESS FOR PREMISES DEVELOPMENT TEAM (Updated November 2017)

In the event of an emergency occurring, or in severe weather conditions, the decision about whether to close the school is made by the Headteacher in consultation with the Chair of Governors. It is policy on the Island not to declare a blanket closure. It is based on local conditions, and often depends on whether enough teachers have been able to get to the school to ensure pupil safety. Some might be able to open, others nearby might be forced to close. Where members of teaching staff are unable to get to their own school, they should telephone the nearest school to their home address to offer what help they can.

WHAT HAPPENS DURING SEVERE WEATHER?

Headteachers are advised to inform the local authority of the decision to open, close or partially close **at the earliest possible opportunity** and **no later than 7.30am**.

Once the report of a school closure has been notified, the information will be passed to the council's Media Relations Team by our department:-

media@iow.gov.uk

The Media Relations team will contact all local media and will regularly update a school closures list on the www.iwight.com website and on the council's Facebook and Twitter pages.

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Strategic Development Team – Schools and Learning Division

Decision to close the school is taken by the
Headteacher and Chair of Governors

School notifies the Local Authority of the closure
by 7.30am to:

Jade Kennett – 07891 386989

Or

Lorraine Bower 07966 569033

PLEASE DO NOT INFORM THE MEDIA DIRECTLY

School Transport
As an interim measure please
contact Jade Kennett on
07891386989
School should also contact their
catering provider

School produces a briefing note
for Chief Executive / Schools
and Learning Division outlining
reasons for closure

School completes a report for the
Governing Body

Strategic Development Team
notifies Media & Communications
Team who will share school
closures information on iwight.com,
Facebook & Twitter websites

Copy email sent to
emergency.management@iow.gov.uk

Action Log updated