

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through **excellent** education.



School Closure Template

Contents Page

1.0	Introduction.....	3
2.0	Definition.....	3
3.0	Emergency School Closure Procedures.....	3
4.0	Severe weather or major incident during the school day.....	3
5.0	Communications.....	3

1.0 Introduction

1.1 The Ted Wragg Trust is an ambitious and inclusive trust of schools strengthening communities through excellent education. Our school closure procedures are designed to support planning for and dealing with emergencies, including significant public health incidents and severe weather.

2.0 Definition

2.1 For the purpose of this document, The Ted Wragg Multi Academy Trust is referred to as **the Ted Wragg Trust or TWT** or **the Trust**.

3.0 Emergency School Closure Procedures

3.1 This document should be read in conjunction with the following Department for Education guidance: [Emergency planning and response for education, childcare, and children's social care settings](#).

3.2 The Headteacher will decide whether or not to close school for the day by 7.30am and the decision will be posted on the school website [**INSERT LINK TO SCHOOL WEBSITE**] and communicated to parents/carers and staff via SMS message and email as soon as the decision has been made.

4.0 Severe weather or major incident during the school day

4.1 In the event of severe weather, or an emergency incident during the school day, we may make the decision to close early and this will be communicated to parents/ carers via SMS message and email as soon as the decision has been made. The school may also use social media (**INSERT SCHOOL SOCIAL MEDIA CHANNELS**)

4.2 This may impact on students who use the Stagecoach school bus service getting home safely [**NB. Remove if primary only**]. Please discuss the alternative options with your child/ren in advance to help you be prepared for an emergency closure during the school day.

4.3 Key staff will remain at the school with students until they are collected or in the case of secondary school students until parents/ carers have given permission to the school for students to make alternative arrangements for getting home. In the event that it is not safe to remain on the school site, students will be evacuated to another local site and will be supervised by school staff.

5.0 Communications

5.1 We will communicate via SMS messages and email in the event of an emergency situation. Please

5.2 make sure that you let us know of any changes to your contact details. If you need to amend or update your contact details then please email [**INSERT SCHOOL EMAIL ADDRESS**] or ring [**INSERT PHONE NUMBER**]. We ask that parents/ carers ensure that the school have up to date contact details at all times.