



Emergency School Closure Procedures

This document should be read in conjunction with the following:

[Emergency planning and response for education, childcare, and children's social care settings-GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)

Severe weather or major incident during the night

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 – <https://www.westexe.devon.sch.uk/> and communicated to parents/carers and staff via mobile text message and email as soon as the decision has been made.

Severe weather or major incident during the school day

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 mobile text message and email as soon as the decision has been made. The school may also use social media (Facebook and Twitter).

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

If possible, key staff will remain at the school with students until they are collected or 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.

We ask that parents/ carers ensure that the school have up to date contact details at all times.