



EMERGENCY CLOSURE PROCEDURES **SCHOOL CLOSURES OUT OF SCHOOL HOURS, 2025/26**

In the event of heavy snow, extreme weather conditions or an emergency the following procedures must be followed.

1. Any decision whether or not to close the school will be taken as early as possible. The Headteacher will consult with the site manager at 6:30am and make a decision about whether school will remain open. In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.
2. If the difficult decision has to be made to close the school the following procedure will take place:

- We will send out a text to the whole school using the text messaging service. Please ensure that the office has your latest mobile phone number.

- We will announce the school closure on the school website www.hollyhill.notts.sch.uk

- We will post on the schools PTA facebook page <https://www.facebook.com/FOHHPTA>

- We will announce the school closure on the local radio stations BBC Radio Nottingham

3. Each school closure is logged on a daily basis after reassessment of the conditions of the site and the surrounding area. The safety and the supervision of pupils will remain our priority when decision making. If the school will remain closed on subsequent days steps 1 and 2 will be taken again. The decision to reopen will be announced via text, on the Facebook page and on the school website.

SCHOOL CLOSURES DURING THE SCHOOL DAY

If the school has to be closed during the school day, the school will begin a procedure of contacting parents as soon as possible through text messages and phone calls. We would also make announcements on the websites and radio stations stated above. In such an occasion, our main priority would be to ensure the safety of the children on the school site whilst waiting to be collected.

DECISION TO CLOSE THE SCHOOL

The decision to close the school is a serious one. Our main consideration will always be the health and safety of our children and staff. Please be aware that all schools are different and can be affected by such situations in different ways, however, the Headteacher will consult with the leaders of the other local schools as part of the decision making process. Hopefully, it will not be necessary to close the school this winter but it is always best to prepare for any eventuality.