

Upham Primary School

Church of England (Aided)

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Wednesday 8 January 2025

Dear Parents,

Explained below is our emergency closure procedure which we send out every year around this time which explains how we would communicate if the school needed for close for any reason, such as adverse weather. I emphasise that at the moment, I **do not** anticipate that we will be closed **for any reason**, this guidance is simply precautionary and for your information, particularly for our new parents.

What could cause an emergency closure?

A snow fall does not mean we will automatically close. Many of you may remember days in the past when it snowed. We dress children up snugly and everyone has a fantastic time playing (and learning) outside. The issue would be how heavy the snow is, how icy it may be, the temperature, the effect the snowfall may have had on the building and on the roads and the nature of the forecast.



The school would only need to close:

- **If adverse conditions result in a failure of the heating system or other key utility, resulting in a building unfit for reasonable use.**
- **If adverse conditions result in difficulty for members of staff getting to school, which could cause an insufficient number to provide adequate care for the children.**
- **If the safety of the building/ site or access to it was compromised or in danger of being so.**

The decision to close is not taken lightly and is based on a clear risk assessment of the situation in the context of advice received from Hampshire County Council regarding weather reports, road clearance and utility issues.

How would we communicate an emergency closure to parents?

In the event of a closure, our primary aim is to communicate this to parents as soon as is possible. We have a number of communication channels available to us and we will endeavour to use them all but please bear in mind that some may fail, especially if many other schools are all trying to use it at the same time, so please try to use the measures in combination.

If the closure is known the day before, then written letters, email, website notices as well as a notice outside school would be used. If a decision is made on the morning of a closure (which is more likely) then the following measures would be used (wherever possible):

- Closures will be recorded on the Hampshire website:
<http://www.hants.gov.uk/schoolclosures>
Please note that this is my first action on the occasion of a closure so is likely to give the earliest notice (right)
- The school website (www.upham.hants.sch.uk) will be updated – the **emergency closure page on the 'News' Tab & a pop-up banner is likely to be used.**
- Emails will be sent out (via Arbor) to all parents confirming the closure.
- A board/ notice will be displayed at the front gates (assuming a member of staff can get to site).



Should the situation continue and subsequent closures be needed, the same measures are used but our school website and the Hampshire site will be updated with more information.

Finally, it is of course worth remembering that this procedure would be used for any emergency closure, not just as a result of snow eg a burst water main or a complete heating failure or, as happened in 2022, exceptionally high winds. Should a hazardous emergency occur when the children are on site, such as a gas leak, we would put into place our emergency evacuation plan whereby everyone would leave the school and relocate to The Blessed Mary Church for refuge, where we would begin contacting parents to collect.

Yours sincerely,

D. Woolley

David Woolley
Headteacher