



Woodlane High School

achieving success in a nurturing environment

Emergency Closure

Updated: June 2024

Next Update: June 2025

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Emergency Closure Check List

It is advisable that the Headteacher and staff keep this document accessible at all times

Every effort will be made to ensure that school is able to remain open during term time, however there may be circumstances which prevent this happening. The Headteacher will make the decision as to whether a school should close. Factors involved in reaching the decision to close the school are likely to be:

- Restricted access to the school, i.e. road conditions (obstructions, snow, ice, flooding etc.)
- Breakdown of school essential services (heating, electrical services, water, storm damage etc.)
- A medical emergency i.e. a pandemic

Protocol to follow if school needs to be closed due to poor weather etc:

The Headteacher will advise staff, parents and pupils to listen to local radio stations/TV channels during extreme weather/medical emergencies when broadcasts of school information are likely to be made. Information should also be posted on the Hammersmith and Fulham website. However, incidents can sometimes occur with little or no warning and not everyone will hear the relevant broadcasts. Therefore a back-up system of cascade telephone calls involving the school staff will need to be made.

- Email the LA and HR to inform of the plan to close
- If possible, arrange for a member of staff (e.g. SLT member) to attend school to change answer phone message and make phone calls
- Leave closure message on school answer phone and website
- Phone/email transport companies (attached) to cancel pupils' transport
- Email all staff, using our 'All Staff' group email, which includes onsite contracted staff (the email, as per our usual practice, will be sent to professional email addresses and it is the responsibility of each member of staff to check for relevant emails)
- Email any other expected contracted staff
- Email/text all parents
- Directly phone selected parents who may struggle to access email/text
- Phone Chair of Governors to inform of decision
- Check school meals are cancelled

Staff Attendance

Although it is recognised that severe weather conditions make it difficult for staff to get to and from work, unless an individual has permission to be away from work for other reasons, then the expectation is that staff will present themselves for work. A transport difficulty, which may arise from the occurrence of snow or other factors, does not alter that obligation which applies equally to all staff.

When adverse weather conditions make travelling difficult or dangerous, staff should conduct their own risk assessment and inform the Headteacher. The Headteacher may then authorise staff not to attend school. If this is authorised, staff are expected to carry out their duties remotely e.g. providing virtual learning and/or completing tasks from home, unless advised to the contrary by the Headteacher.

When the school is closed to pupils the expectation is that staff will present themselves for work unless advised to the contrary by the Headteacher. Staff will usually be expected to provide virtual learning to pupils. Contracted staff also need to be advised of any emergency requirements.

When the school is closed in an emergency, staff are expected to carry out their duties remotely e.g. providing virtual learning and/or completing tasks from home, unless advised to the contrary by the Headteacher. In these circumstances, guidance would be given to staff.

Clearance of snow

Within the school site, the school is responsible for snow clearance and the clearing of approach paths is the specific task of the Site Manager. When severe weather is forecast, the Site Manager should be asked to lay salt and grit in advance. It is the Headteacher's responsibility to keep pupils indoors at break times if there is any question of children's safety being at risk.

Key Contact Information:

- **Confidential information removed for website.**

See Appendix 1 Emergency Closure Contact List 2024 (confidential stored in HR/Confidential folder).