



MITCHELL HOUSE SCHOOL

EXCEPTIONAL CLOSURES POLICY (in the event of extreme weather)

An exceptional closure is unplanned, and is due to unforeseen circumstances such as adverse weather conditions, power failure, or situations which affect the safety of pupils and staff.

In times of extreme weather, such as a heavy snowfall, the Principal will consider and carryout a risk assessment based on the following issues:

- Transport – can buses, meal deliveries, etc., reach the school, particularly if the unforeseen circumstances affect a large proportion of pupils?
- can pupils and staff access the school building safely?
- can pupils and staff be evacuated in an emergency?
- in an emergency, could the Emergency Services access the school?
- is the area designated for disembarkation from transport safe for pupils?
- if a limited number of staff and pupils can attend, is the PTR acceptable?

The Principal will endeavour to make a decision at the earliest possible time. Decisions the night before can only be taken when all the indications are that adverse conditions will continue overnight.

Every effort will be made between EA ground maintenance and the School Building Supervisor to ensure that the grounds and building are safe for use.

Should continuing severe weather conditions throughout the school day impact further on the risk assessment then a decision to close early will be communicated to parents and staff at the earliest possible time.

We would appreciate every reasonable effort by staff to get to work. It is essential that staff and parents/carers keep in communication with the school as to their current position.

If a decision is made to close this will be communicated to parents via Parent Mail text.

If a decision is made to close this will be communicated to staff via e-mail and/or text.

For parents not registered for parent mail please contact the school by telephone.

For staff without a c2k e-mail address please contact the school by telephone.

Information about closures will also be posted on the school Facebook page and website.