Newlands Spring Primary School – Emergency Closure Procedure

Newlands Spring aims to ensure that children have access to learning for the statutory 190 days. However, it may be necessary for the school to close in exceptional circumstances and as a last resort. These circumstances may include loss of essential services to the school, severe weather conditions or other local emergencies. The Health and Safety of the children is our first priority when making the decision to close.

Parents will be informed as soon as the decision to close has been made. The information will be provided in the following ways:

1. A notice will be placed on the school website – under News – www.newlandsspring.essex.sch.uk
2. A text message and email will be sent via Schoolcomms. Parents who have opted to download the Schoolcomms app will also receive notification via the app.
4. Via Twitter

Should the school need to close during the school day, the same procedure as above will be used to notify parents. No child will be sent home if we have not been able to contact parents.

**Adverse Weather/Alternative Day Protocol**

Depending on the situation, the school may choose to activate the alternative day protocol as set out below. Again, parents will be advised of this as above.

Staff attend school as normal, weather permitting.
School to start at 10.00 am and follow a revised school day:

- 9.45a.m. Gates Open
- 10.00 a.m. Registration
- 3.15 p.m. School closes at the usual time