

School Closure

It may prove necessary to close the school due to extreme weather conditions or some local or national emergency. This is a board responsibility, usually delegated to the board chair, and made in consultation with the principal.

The principal must consider the following actions:

- Consult with senior leadership and the board chair.
- If closure is weather related, monitor the forecast closely. See **MetService**.
- If closure is epidemic or pandemic related, monitor Ministry of Health (MoH) and Medical Officer of Health (MOoH) guidance.
- If closure is emergency related, monitor Civil Defence guidance.
- Any decision to close the school should be made by the board chair, in consultation with the principal, as soon as possible.
- Inform your school community of the closure, using your available communication options:
 - email parents and caregivers
 - update any voice message system with the new status of the school
 - update the school website/Facebook/app
 - deliver messages via any available text service
 - inform local radio stations
 - put signage up at the school gate(s).
- Liaise with other agencies affected.
- Inform staff of the closure, and any expectations of their attendance.
- Keep any students who arrive at school safe and arrange for their pick-up.

If closure is required during the school day:

- Teachers maintain an appropriate programme in the classrooms, keeping students safe and occupied.
- Teachers are responsible for signing students out to parents or caregivers.
- Teachers may not leave the school until the principal gives permission.

It is important to maintain up-to-date contact lists for students and all staff.