



Painsley Catholic College

SCHOOL CLOSURE PROCEDURE Inclement Weather

(pm before)

The Principal will liaise with **SLT** and the decision to close school would be made **as early as possible**. This could be the evening before depending on the weather.

(early am)

Sites member of staff who opens up the school should inform RW of concerns. RW (Principal) who will liaise with **SLT** and the decision to close school would be made **as early as possible**.

The procedure would then be as follows:

1. **The Principal** to inform **CT/SB** and notify County so that we can be included on their school closures webpage
2. **SB** to contact mini-bus drivers and other sites staff and kitchens
3. **CT** to send text and email to all staff and parents (via T2P)
4. **CT** to also send email to all staff (via Outlook)
5. **CT** to arrange for a 'home alert' page onto the school website
6. **CT** to post on Painsley's Facebook Page

Note: The text system will only work effectively if all parent/staff mobile numbers are correct. Please contact office@painsley.staffs.sch.uk to update mobile phone numbers.

Revised September 2023