



Agape - to live, to learn, to love, together.



## **Emergency School Closure**

In the event the school has to close for any reason or because of an emergency the following protocol will be in place:

- Head teacher makes the decision to close the school.
- Office staff will send an e-mail and a notification via MCAS App to parents ASAP to make them aware.
- The information contained within the email and app notification to parents will not have details about why the closure is happening, simply that the school will not be open.
- A notice will be placed on social media
- A notice will be on our school website
- Head Teacher will write further communication to parents explaining the reasons for the school closure with the expected timeline included.
- Office staff will amend any hot dinner bookings on the MCAS app so that parents aren't charged for dinners for the duration of the closure.
- If the school closure happens during the school day, the above procedures will remain in place with the exception of the children who arrive by bus. In this circumstance, school will contact the bus company and will ask them to pick the children up as soon as possible to return them home. Please be considerate when contacting school in the event of an emergency closure as this could delay staff getting the necessary communications and information out to others.
- The information will also be available on the Cambridgeshire County Council website at:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/school-term-dates-closures/school-closures>