



# **Unexpected School Closure Policy**

Reviewed: October 2022

Next Review: October 2023

## RIVERS PRIMARY ACADEMY

### Arrangements in the event of a sudden or unexpected closure

Once a school closure has been confirmed by the Headteacher the relevant staff should follow the procedure below.

A whole school text message will be sent to all staff and pupils via Parentmail informing them of the closure. It is your responsibility to keep the school updated with your mobile telephone number.

If you have visitors scheduled it is **your** responsibility to cancel them.

<b>Site Manager Steve Deakin</b>	1. Becky Anderson 2. Jo Wain-Doughty (to inform Catering team & deliveries) 3. Contractors	<b>Head of School Becky Anderson</b>	1.PA 2.Matt Meckin / WAT 3.SLT 4.Local Authority 5.Email radio stations	<b>PA to HT Lauren Bennett</b>	1. Email all staff 2. ClassDojo & ParentMail message to all Parents/Carers 3. Text /email Supply Agencies 4. Update social media/school website
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The School website will be updated regularly on the home page.

Becky Anderson will inform the radio stations at the earliest opportunity – please listen to any of the following to keep updated whilst you await an email and text to inform you of a closure.

Radio stations informed – BBC WM (95.6), Heart (100.7), Free Radio (96.4).