



Learning through hard work, friendship and fun.

Mill Lane Primary School Emergency Closure Policy

Adopted :Sept 2025

Review Date : June 2028

At Mill Lane Primary School our aim is to provide all children with the highest standard of education possible and as such we always endeavour to open the school even in difficult circumstances.

There are some situations which mean we may have to take the decision to close the school during the school day, to not open at all or to open late/have a staggered start to the day.

Circumstances that would lead us to consider any of the above include:

An insufficient number of staff is able to get to school and the ability to supervise pupils safely is compromised

Severe travel restrictions exist which would cause people to be in danger if they attempted to get to school

Severe conditions around the school present major obstacles or danger such as ice, snow, fire etc

Heating failure or inability to warm the school means the school is not heated to a reasonable level

Interruption to any essential supply eg water/electricity which would lead to an unsafe or unhealthy situation in school

There may be other situations that would be considered at the time they presented.

In the event that the school is not opened, the school is shut early or we have a staggered start/end the following will happen:

The head teacher will communicate with relevant people eg caretaker, Kirklees Emergency Planning Department, energy supplier to establish the nature of the incident and the potential risk

The decision will be made and communicated to the chair of governors who will either sanction it or offer some alternative strategies

The decision will be texted to parents as soon as practical and the same message will appear on the school website

Kirklees Council will be notified

Where bad weather is forecast parents will be advised of the possibility of closure as soon as possible. This will be confirmed on the day if the decision to close is made. Pupils will have access to work online and any parent can request work in advance if they do not have the internet. There will be no expectation for this work to be completed or returned as it is voluntary