



Unexpected School Closure Policy

Reviewed: January 2024

Next Review: January 2025

GOLDSMITH PRIMARY SCHOOL

Arrangements in the event of a sudden or unexpected closure

Once a school closure has been confirmed by the Headteacher, all staff should follow the procedure below. Each key contact will cascade the message down to staff members in their teams.

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

If you have not received a message by 7:30am and are uncertain if the school is to be closed, please ensure that you phone the staff member who is highlighted as your key contact. It is your responsibility to make sure you have their phone number. If your key contact is absent, then please call the Headteacher.

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

Responsible to inform staff			
Site Manager	<ol style="list-style-type: none"> 1. Head of School 2. Catering Manager 3. Cleaner Manager 4. Contractors 	Headteacher	<ol style="list-style-type: none"> 1. Site Manager 2. CEO/WAT 3. PA to Headteacher 4. Deputy & Assistant Headteachers 5. Local Authority
Deputy Headteacher	<ol style="list-style-type: none"> 1. Head of Pastoral Care 2. SENCo 3. Phase Leads 	Headteacher's PA	<ol style="list-style-type: none"> 1. Message parents 2. Update Website 3. Supply Agencies

Key Contacts for Staff			
Executive Headteacher Leanne Bridgwood	Assistant Headteacher Susan Sidhu	Head of Pastoral Sharon Middleton	SENCo Sarah Ayres
Head of School Max Wakeman			
Senior Leadership Team	Phase Leaders & any additional staff/expected visitors	Pastoral Team	SEN Learning Support Assistants Teaching Assistants
Phase Leaders			
All members of their phase			
PA to Headteacher Laura Warner	Catering Manager Suzannah Allen	Admin Team	
Admin Team Lunchtime Supervisors Breakfast Club Staff Catering Manager	Catering team	Parents	

The School website will be updated regularly on the home page.

Leanne Bridgwood will inform the radio stations at the earliest opportunity – please listen to any of the following to keep updated whilst you await any phone call to inform you of a closure: Free Radio (97.2) or Heart FM (100.7).

Pro-Guard Security telephone number 01922 610007- External company to open and close site in Site Manager's absence.