



**Lincoln Bishop King CE Primary School**

Dream big. Love God. Live well

# **School Closure Policy**

**Policy Reviewed: November 2025**

**Next Review (1 year): November 2026**

**This policy provides guidance to staff and parents/carers on the procedure and action the school will take in the event of extreme weather conditions.**

### **Severe weather before the start of school**

- In the event of extreme inclement weather, particularly heavy overnight snowfall, the Site Manager and Headteacher will undertake an urgent risk assessment of the effect the weather will have on the normal operation of the school. This review will assess the ability to safeguard the health, safety and welfare of pupils and staff. Factors considered will include the safe access to the school site, transport implications for pupils and staff and the ability to ensure the school can maintain safe pupil:staff ratios.
- The school fully appreciates the disruption to education for pupils and difficulties caused to parents/ carers when school is unexpectedly closed to pupils and, whenever possible will aim to keep school open.

### **Temporary Changes to the School Day**

- In attempting to ensure school remains open, the Headteacher may temporarily change the opening hours of school, particularly if delaying the start of school will allow staff additional travel time to help ensure pupil:staff ratios can be achieved.
- Any alteration will have full regard to the health, safety and welfare of pupils and any pupils who arrive early will be given access to the school and staff will supervise all pupils until the revised start time.
- For pupils who access school using formal school transport, arrangements for access will be agreed with the Local Authority transport team.
- Any temporary changes to the school day will be broadcast using the school closure plan.
- It is assumed that everyone will accept that in grave emergencies all teaching and non-teaching staff should be prepared to remain in post and care for the children until their safe return home has been ensured.

### **Decision To Close School to Pupils**

- When the Headteacher considers it is unsafe for school to open, the school will communicate this in the planned way.
- This decision will be made as early as possible on the day of closure and always before 8.00 am.
- In the event of school closure, all staff should be expected to be at work even if the school is closed for the pupils.
- The Headteacher may need to make a risk assessment regarding Health and Safety, judging whether staff attendance is appropriate.

## **Additional Guidance to staff**

- When the decision has been made to either temporarily change the school day or close the school to pupils, staff should still make all efforts to attend school and report to the main office on arrival. The Headteacher may ask the staff to undertake additional duties to ensure the school opens to pupils to minimise further disruption.
- Any staff unable to travel to school should follow the usual procedures for staff absence. A decision regarding any loss of pay will be made on a case by case basis by the Headteacher. It must be stressed that when the school is closed to pupils, the school itself would normally remain open for staff.
- The Headteacher may decide that staff should not come into school if the school is closed. If this is the case, there should be an expectation that staff work from home.
- In the situation of adverse weather conditions and the school remains open, staff should try to get into work even if this means them being late. Whilst the expectation is that other childcare arrangements will be made, if this is not possible, the Headteacher will consider authorising family leave with pay for the first day with an expectation that other arrangements be made for subsequent days wherever possible.
- If any staff are having problems getting into school, they should phone the Headteacher who can decide whether or not the member of staff should work from home. Considering whether supply cover will be required, it may be that the Headteacher agrees the employee has unpaid leave.
- General advice should be that if a staff member has absence from school that is not sickness-related, previously agreed or does not fall elsewhere in the school's Leave of Absence policy, then staff should not receive pay.

## **Severe Weather during the School Day**

- Once the school is open for the day, pupils will normally remain in school until the formal end of school. In exceptional circumstances when the weather forecast indicates the potential for the imminent arrival of severe weather, the Headteacher may consider sending pupils home early. In all cases, pupils will not be allowed to leave early until their parents/carers have been contacted and confirmation obtained that the pupil can either be collected or somebody will be at home to receive them on arrival.

Headteacher:	Mrs A Simmons	-	07970 929137
Deputy Headteacher:	Mrs C Gaskell	-	07747 467039
School Business Manager:	Mrs J Stubbs	-	07505 014208
Site Manager:	Mr K Coulson	-	07399 459526

# **School Closure Due to Inclement Weather**

## **Internal Document**

### **Procedure**

1. Headteacher and Site Manager declare the school should close due to inclement weather conditions.
2. Headteacher informs School Business Manager on 07505 014208 for administration of procedures listed below.
3. Headteacher informs all staff.

### **School Business Manager Procedure**

#### **1. School Closures (LCC)**

Lincolnshire County Council

Email [schoolclosures@lincolnshire.gov.uk](mailto:schoolclosures@lincolnshire.gov.uk) (ideally from the school's email account) the following information:

Code word: osprey25  
School name: Bishop King CE Primary School  
DfE number: 925/3505  
Message: Whole site closed on (date)  
Name and Position: Julie Stubbs, SBM

**LCC will upload the information to their school closure website:**

[www.lincolnshire.gov.uk/schoolclosures](http://www.lincolnshire.gov.uk/schoolclosures)

Any later/updated information should be sent to the same e-mail address. Please contact LCC on each day the school is closed following the above procedure and using the same code word.

**Do not e-mail to say we are open as this is the default position.**

#### **2. Greatest Hits Lincolnshire as below:**

Lincolnshire County Council will forward the code words to the radio station.

#### **Greatest Hits Lincolnshire Procedure:**

Submission via email:

Email: [lincsnews@bauermedia.co.uk](mailto:lincsnews@bauermedia.co.uk)

If there is any uncertainty over the authenticity of who is notifying them of a closure, they will ask for the code word used this year.

Password osprey25  
School Name BISHOP KING CE PRIMARY SCHOOL  
Location LINCOLN  
DFE number 925/3505  
Name and position Julie Stubbs, SBM  
Contact Number 07505 014208

#### **3. BBC Radio Lincolnshire as below:**

BBC Radio Lincolnshire Procedure; Submission via email:

Email: [schoolclosure.lincolnshire@bbc.co.uk](mailto:schoolclosure.lincolnshire@bbc.co.uk).

**Code Word:** osprey25  
**DfE Number:** 925/3505

**3. Inform parents:**

Through:

School Website: Task – office team post message of school closed on home page.

Text2parents: Task – office team to send out text to all parents informing of the school closure.