



## School Closure Policy

In the event of the school having to close due to adverse weather conditions or emergency, for example, heating breakdown, the following action will be taken: As soon as the Headteacher is informed, the Headteacher will endeavour to contact the two local radio stations (BBC Radio Stoke and Signal One) and ask for an announcement to be made as soon as possible. The Headteacher will then put the school's 'Snowline' into action. The school secretary will contact each parent via 'Parent Mail'.

Parents are asked to check their messages, check the schools website [www.stjosephsprepschool.co.uk](http://www.stjosephsprepschool.co.uk) and listen to the radio especially if the weather is inclement. You can also follow us on 'Twitter'. Parents are asked to use Rookery Lane entrance to the school and to ensure the school is open before dropping off their child / children. All teaching staff have journeys to make and may not have made it into school.