

# Emergency Closure Procedures



**PICKNALLS FIRST SCHOOL**

**Approved by SLT: May 24**  
**Part of the Uttoxeter Learning Trust**



## Picknalls Emergency Closure Procedures

- Headteacher to discuss possible closure and effects with the Chair of Governors, decision to be made by 7am

### If decision is to remain open:

- Staff to check emails/messages at 7am. If staff have not heard from the headteacher or key stage leader by 7am they are to assume school is open

### If decision is to close:

- Headteacher to message SLT, call Site Technician, email all Picknalls staff, update the CEO and other ULT headteachers
- SLT to message key stage staff - Staff to respond back to SLT to show they have received the message
- Penny to text parents and contact Happy Hours, Kitchen and put the closure on SCC website
- Grahame/Angela to update school website