



INNOVATE2EDUCATE
Partnership



Picknalls Emergency Closure Procedures 2024-27

Emergency Closure Procedures

This policy was approved as follows:

Approver:	PFS Governors	Date:	May 2024
Owner:	Picknalls 1 st School	Version:	1
LAC adoption date:	N/A	Review frequency:	2 years
Status:	Active	Next review date:	May 2027

This policy applies to all School Academy staff, pupils and parents.

Document History

Version	Version Date	Author	Summary of Changes
V2	20.12.2024	A Derry	Policy reformatted using new template and Trust name change updated. No material changes to policy content; Governance review not required.

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 Trust 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