

Verwood CE First School & Nursery
Closure Plan
2019/2020

Headteacher make decision and post on LA website by 6.30am Radio stations will pick up this information and broadcast. The headteacher will liaise with the site manager, EMS and other Verwood first school heads where appropriate, in reaching a decision.

Leadership team liaise and Headteacher posts whether school is open or closed on school website as soon as possible.

6.00am to 7.00am staff to contact leadership team to discuss availability for work. (on leadership team mobiles)

7.00am ratios expected at school. Leadership team confirm decision or change if necessary.

Where the school remains open staff will need to show that they have made a reasonable attempt to get into school without putting themselves in danger.

Staff arriving will help out communicating decision with staff and parents eg answering phones / standing on gate / supporting parent cascade etc. At start time staff will be organised to greet children with appropriate ratios.

If teachers and TAs have children off school they are able to bring into school if they are of school age. If the child is below school age the member of staff will be expected to use the day to work from home.

Ratios

Minimum staffing – one teacher and two teaching assistants per base. Therefore for school to open 5 teachers and 10 teaching assistants will need to be on the premises.

Cascade

Headteacher / Site Manager /Assistant Headteacher make decision

Headteacher informs Chair of Governors / LA website / WAT Heads

Assistant Headteacher informs – teaching staff and LSA lead

Teaching staff (base leaders) inform – TAs from base

Lead LSA informs LSA's and cleaners