



Date	Review Date	Coordinator	Nominated Governor
October 2017	October 2019	Executive Head	Chair of Governors

GENERAL POINTS

This plan has been written based on guidance from the DCSF and will take into account any specific local guidance issued by the city council.

CLOSURE DECISION

The governing body has given the Executive Headteacher the authority to close the school in case of government advice, staff absence or to prevent the spread of further infection.

WORKING FROM HOME

The governing body has directed staff to work from home should the school be closed. Users of the building such as the Children's centre and the pre-school will be informed that the building is shut and they will not be able to use the site.

LOCAL AUTHORITY LIAISON

Information from the local authority has come from Andy Hough, head of targeted services.

DECISION TO CLOSE

The school will be closed should any of the following occur:

- Government or local authority advice (likely to result in a minimum of two weeks)
- Any member of staff being confirmed as suffering from the strain of flu which has formed part of the pandemic.
- Any member of staff's family being confirmed as suffering from the strain of flu which as formed part of the pandemic
- Any child at school being confirmed as suffering from the strain of flu which has formed part of the pandemic.
- A strong possibility that any of the above have been infected or who are showing similar symptoms
- More than 30% of teaching staff being unable to attend school due to looking after family members who are ill
- More than two thirds of the office staff being unable to attend school due to looking after family members who are ill
- At least 60% of members of the leadership team being unable to attend school due to looking after family members who are ill
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COVERING ABSENCE OF KEY STAFF

Key member of staff	Cover
Executive Headteacher	Associate Headteacher
Associate Headteacher	Executive Headteacher
Site manager	Associate Headteacher
Bursar	SIMS manager

ISOLATION OF SICK CHILD

If a child needs isolating due to sickness, the first aid room will be used as that isolation room and entrance to the office via the first aid room will be banned. Once the child is collected, the room will be washed with hot, soapy water.

DISSEMINATION OF INFORMATION TO FAMILIES

The school will use normal methods of communication to inform parents if the school is closing. These will be:

- Standard written letter – e-mailed
- Text to those parents on T2P system

In addition, the city council corporate communications department will be informed

DISSEMINATION OF INFORMATION TO STAFF

A telephone-tree system will be used to inform staff. The Executive headteacher and associate headteacher will each call a member of staff who in turn will call another. The last member of staff in the tree will then call the Executive headteacher/associate headteacher to confirm that the tree has been successful. Please see Appendix B.

PREPARATION FOR POSSIBLE PANDEMIC

ACTION	WHO?	COMPLETED
Send out data sheets to ensure correct family contact details	Sims Manager	
Meet with staff to ensure correct details and remind of tree	Executive Headteacher	
Place more reminder posters around school re. washing and tissues	Receptionist	
Class demonstrations on washing	teachers	
Increase supplies of soap, tissues and wipes (detergent not alcohol based)	Any Other Business & Site Man	
Distribute DCSF guidance on infection control	Executive Headteacher	
Warn that hard surfaces (door handles, door pushes, light switches, taps, kitchen worktops, walls around toilets) will have to be cleaned more regularly than usual, using normal cleaning products	Site Manager	

ACTION SHOULD LOCAL AUTHORITY DECLARE PANDEMIC IMMINENT

ACTION	WHO?	COMPLETED
Ensure that hard surfaces (door handles, light switches, taps, kitchen worktops) are cleaned more regularly than usual, using normal cleaning products	Site Manager	
Bins emptied at lunchtime	Site Manager	
Remind staff to stay at home if they have any flu-like symptoms (sudden onset of fever, headache, muscle pains and feeling ill, with or without sore throat, cough or difficulty breathing).	Headteacher	
Remind teachers to send children home if they show above symptoms	Headteacher	
Direct staff to go home if they show above symptoms	All staff	
Direct staff to stop using carpets for inputs and cancel whole school assemblies	Headteacher	
Discourage the sharing of pencils, crayons and pens during a pandemic. Encourage the wiping and cleaning of hands and objects when passing round objects like musical instruments or toys. Because of the difficulty in cleaning soft toys adequately, remove communal soft toys	All staff	
Enact First Aid room procedures if needed as isolation room	Office staff	

PROVISION FOR CHILDREN TO WORK AT HOME

Links to educational websites will be placed on the school website to allow families to access work at home. Where possible the learning platform will provide resources.

REVIEW OF CLOSURE

The Executive headteacher will take advice from local health professionals and the local authority to review how long the school should be closed.

RE-OPENING OF SCHOOL

The decision to re-open will be communicated to parents in the same way that the decision to close was.

APPENDIX A – Wording of closure letter to be copied into headed paper

Dear Parents

CLOSURE OF SCHOOL

We regret to inform you that the school is closing with immediate effect. This action is being taken on advice from the local authority to help minimise the spread of the flu virus.

Delete as necessary

We can confirm that a member of staff/a child has been diagnosed with the flu virus and is receiving medical treatment.

Delete as necessary

Although no-one has been confirmed as having the virus, several have developed symptoms hence our decision to close.

Add as necessary

Medical advice on obtaining medication or distribution thereof

The school will remain closed for a minimum of days after which time the situation will be reviewed.

Once the decision is made to reopen, we will inform the local media and contact all of you who have registered text numbers.

In the meantime, you are advised to keep your children at home. Should you or they develop any of the symptoms of flu (sudden onset of fever, headache, muscle pains and feeling ill, with or without sore throat, cough or difficulty breathing) you should telephone your doctor or NHS Direct.

APPENDIX B – Staff Telephone Tree and contact numbers

If the person you are due to call does not answer, please call Sue, Paul or Jackie to tell them.

INFANTS:

Please **call** and do not text.

Sue Wilson	Jackie Smith / Gill Sheehan
Jackie Smith	Natalie Pullen / Kelly Taylor
Natalie Pullen	Sam Chandler / Paul Williams
Kelly Taylor	Bryony King / Kelly Rollings
Gill Sheehan	Rachel Carlyle/ Mary Sheridan
Rachel Carlisle	Jess Pearce / Katie Pannell
Sam Bailey	Natalie Kane / Vickie Clement
Kelly Rollings	Beccy Lippet / Emma Strange
Jess Pearce	Laura Moorhouse / Bryony Goodwin/Amy Baldaccino

JUNIORS:

If the person you are due to call does not answer, please call Sue, Paul or Jackie to tell them.

Please **call** and do not text.

Sue Wilson	Paul Walton / Gill Sheehan / John Fitzgerald
Paul Walton	Liz Davies / Jenny Kilsby/Marc Light
John Fitzgerald	Kim Taw
Liz Davies	Nina Marabese / Yvonne Amore
Nina Marabese	Matt Roberts / Jenny Byrne
Jenny Kilsby / Marc Light	Amy Heath / Caroline Stoneman
Yvonne Amor	Ryan Dyke / Sam McCracken
Amy Heath	Jodi Shurey / Lisa Lewis
Ryan Dyke	Roz Brooks / Megan Baker/Chris Abley
Sam McCracken	Sarah Westley / Jesmin Ali
Sarah Westley	Lucy Fisher / Laura Say
Lucy Fisher	Michael Rooke

Once you have made contact please give the following message:

“The school is closed. Please phone the next person in the tree straight away.”

Other staff – Admin, TA, Sports, Music & IT staff will receive a text, but you may also phone any of these people if you have a contact for them.