**SCHOOL CLOSURES IN SEVERE WEATHER**

**Decision to close / delay in opening Schools**

If conditions deteriorate overnight a decision to close schools will be taken by the Director for Education or, in his absence, the Assistant Director at **6am**.

The Director may decide to delay the decision, if conditions are forecast to improve, until **8am** when a final decision will be made.

If the Director decides to delay the opening of schools the revised opening time will be **10:30am** and the school bus service will be rescheduled accordingly.

If it is not feasible for schools to open by **10:30am** then they will remain closed for the day.

Any public announcement will be made only by the Director of Education or on the Director's authority.

**Closure when** **a School is in Session**

If it is necessary to run the school bus services early, due to a forecast of deteriorating conditions, Connex will make the decision no later than **11:30 am** and buses will collect children by **1:30pm.**

If the school bus departure times are brought forward to **1:30 pm** then the Director of Education or, in his absence, the Assistant Director will close the schools before **1:30 pm**.

Schools will be informed by e-mail and telephone as soon as the decision has been made.

School buses will aim to collect children as soon as schools close **(at 1:30pm).**

Any re-arrangement of **contract** bus services is the responsibility of the school

**Head teachers** are responsible for contacting all parents each autumn term to confirm transport arrangements for pupils in the event of an emergency closure. A record of these wishes must be maintained. Typically these parental wishes are categorised as follows:

1. Pupil to remain at school until collected
2. Pupil to make his/her own way home on foot
3. Pupil to walk to a specified alternative location; (for example, a parent's place of work nearby)

(the last two categories only apply to those for whom this is appropriate according to age and school-to-home distance).

In the event that the school bus service is cancelled whilst school is session then parental expression of wishes will apply.

Schools have ageed plans for those children whose parents do not drive and do not live within walking distance of the school.

The **Department for Education Sport & Culture** will contact the general public as below:

* gov.je (the government website) will be updated at 6am, 8am and 1:30pm if necessary.
* the media will be informed and messages will be broadcast on Radio Jersey between 7 a.m. and 8 a.m and throughout the day.
* Channel Television will carry newsflashes during broadcast hours.
* Channel 103 will carry newsflashes during broadcast hours.
* Connex will issue regular updates on their website.