



## Monkfrith School Unscheduled School Closure - Staff

There are infrequent but occasional days when school has to be closed eg SNOW DAYS. We endeavour to keep school open whenever possible. Since we mostly serve a local community and are also well served by London Transport underground and bus links, we may remain open when other schools are closed. The following points below explain the school staff protocol for unexpected closure days. We follow the guidelines set in place by HR.

- The first School closure day is a paid staff day – staff are expected to work during these closure days and not to consider them as holiday days or make arrangements as such. The second and any subsequent days will be **unpaid** if the school is open and public transport is running. You should consider car sharing, getting a lift to school, walking where possible, and getting a taxi. If the school remains closed, staff will be paid as usual.
- Staff will be kept informed about school closures via texts sent to their mobile telephones from the Headteacher or Office Staff.
- Staff are also expected to follow updates on the home page of the school website: [www.monkfrithschool.co.uk](http://www.monkfrithschool.co.uk).
- Teachers should set work for their class via Google Classroom or Tapestry. They should be available for children who have queries throughout the school day via these platforms. They should also use the time for planning, assessments or resourcing.
- All staff should remain contactable throughout the day.
- Support staff should liaise with their teaching partners regarding any preparation that they can do at home.
- Finance and office staff should continue their regular responsibilities.
- Should there be advance notice of a possible or definite closure (eg adverse weather warnings), staff should liaise together to ensure that support staff have the resources they require to continue preparation at home.
- Should there be advance notice, staff should take home school laptops if this will allow them to continue their school work at home.

- There may be an occasion where school is closed to pupils but staff are asked to work in school (planning, preparation etc).
- In the case of adverse weather, if transport links are reduced, staff who are within walking distance of school, should come into school unless they have been advised not to. Staff who think they cannot get into school should work at home but must discuss this first with the Headteacher.
- Should travel be possible (for example, London Transport buses and trains are operating and the majority of the country are going to work), staff should make all reasonable efforts to travel into school. This may include getting up earlier, longer journeys (eg up to an hour longer than usual), walking some/all of the way and / or using public transport even if ordinarily, staff travel to work by car. Staff should assess for themselves the safety of their journeys.
- Should a member of staff live a distance from school and feel that the extended journey to and from school would be detrimental to the effectiveness of their working day, they should call the Headteacher and discuss this. The Headteacher will advise whether the member of staff should work at home or school. Staff advised to work at home need to remain contactable via email throughout the day.
- Should school be open on a day when some staff may find it difficult to travel to school, part time staff may be asked if it is possible for them to work extra hours on that day.
- Should school be open but for reduced hours, the timetable may be altered and staff may be asked to take half hour lunchbreaks on that day. Part time staff may also be asked to alter their working hours to fit in with the school opening times that day.

Policy Reviewed: February 2021

To be reviewed: February 2023