Southway Junior School
Southway
Burgess Hill
West Sussex
RH15 9SU

Headteacher: Mr P Newbold

Tel. 01444 233824
email: parentline@southwayjunior.co.uk
website: www.southwayjunior.co.uk

EMERGENCY CLOSURE PROCEDURES

UPDATED: March 2021

In case of extreme weather, loss of power, heating or water; these are the procedures for emergency school closure:

- At 7.00am we make the decision whether or not to close the school. We try to keep the school open if we possibly can, but sometimes weather conditions make it too dangerous for children and staff to get to school safely.
- If school is closed, we will:
  - Contact the local radio
  - More FM106.4,
  - BBC Sussex FM 95.3, 104.5, 104.8 & DAB
- Update the website, as soon as we possibly can.
- Send an email to all parents / carers whose contact details we hold.
- Send a text message to all parents / carers whose mobile number we hold.
- Inform West Sussex County Council who will update their website.

If there is sustained snowy weather over several days, we may need to delay the start of school until 10.00am, in order to ensure there are enough staff to supervise the children. Should this happen, we will update the school website, contact parents / carers via email and text message, update local radio and West Sussex County Council.

We always try to post information onto our school website, but as you probably know, volumes of internet traffic can make the site inaccessible at such times.