

# St Kilian's Junior School

Castleview, Kingswood, Dublin 24

Tel: (01) 452 1009

Email: [postkjns@eircom.net](mailto:postkjns@eircom.net)

Website: [www.stkiliansjns.ie](http://www.stkiliansjns.ie)

Roll Number: 19556F

Registered Charity Number: 20120054



Principal: **Kate Sweeney M.Ed.**

Deputy Principal: **Noreen Coll B.Ed.**

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## Exceptional /Emergency Closure Policy

### Introduction:

The Board of Management recognises the possibility of the necessity to close the school in response to an emergency situation, and retains the discretion in relation to this need. The Board undertakes to ensure that the building and grounds are well maintained, and will endeavour to ensure that the school remains open in line with the school's published calendar. School closures will be a last resort, but the safety, and welfare of pupils, staff and visitors will be paramount in the decision making process.

### Rationale:

The need for the school management to draft this policy following consultation with staff and parents is primarily due to;

- Inclement weather
- Act in accordance with Department of Education guidance on closures, including media guidance, circulars and the Rules for National Schools (Rules 52,60 & 62)
- Act in accordance with guidance or directives given by Government Weather Alerts
- Loss of utility services – electricity/gas/water
- Possibility of a critical incident
- Possibility of public health incident
- Possibility of essential maintenance repairs where these cannot be carried out during school holiday periods

### Procedure:

Before a decision is made to close the school, the Chairperson will discuss the possibility of closure following consultations with the Principal and School Caretaker. If the closure relates to both Junior & Senior Schools, both Chairpersons will consult.

The decision to close will be communicated to parents and staff by;

- Text or App
- School website

Every effort will be made to contact staff by 8.10a.m. on the day of the proposed closure and parents by 8.20a.m. but this may not always be possible.

Parents and staff should keep informed about re-opening information on the school website;

[www.stkiliansjns.ie](http://www.stkiliansjns.ie) .

### Service Disruption to Utilities

Generally, when services are planned to be disconnected/disrupted, a week's notice is usually given to the school authorities, allowing us time to give notice to parents and staff via text or App.

### **Critical Incident**

In some cases the school may close in the event of a critical incident. Parents are informed either by text/App or by letter depending on the circumstances. On some occasions while the school may be closed to pupils generally, it may be open to staff/Board/Parents/Pupils for planning/ counselling as required.

Reference also the Critical Incident Policy.

### **Closing of School in the Interests of Public Health**

The Director of Community Care/ Medical Health Officer is the appropriate person to decide on matters relating to public health. If a closure is deemed necessary, the Board will request a written recommendation from the Medical Officer, but the responsibility for closure lies with the Board of Management. Parents and staff will be informed by text/App.

### **School Closure following Commencement of School**

If the school day is already in operation when an emergency situation occurs, staff will remain on the premises until all children have been collected by parents/guardians, or in exceptional cases it may be considered safer for all to remain on the premises. Parents will be notified by text/App.

### **Other Closures**

Other planned closures, for example, staff training days, are notified to parents at least two weeks in advance. These are communicated via email, or School Newsletter via email, and are also posted on the school website.

### **Roles and Responsibilities**

Exceptional or Emergency closures place particular responsibilities on various members of the school community;

- The Board, Chairperson and Principal must act in compliance with health and safety legislation, and Government directives.
- The Board must provide a safe environment for all staff, pupils and school visitors.
- Parents and staff should ensure that their mobile contact numbers are always current with the School Secretary.
- Parents and staff should assume the school will be open unless otherwise contacted.

This policy was ratified by the Board of Management on 26<sup>th</sup> February 2019.




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Chairperson, Board of Management