



Be Proud to be Southfield

School Closure Procedure

Policy Type:	Discretionary
Issue Date:	22nd October 2026
To Be Reviewed:	Annually: 22nd October 2027
Approved by:	Headteacher
Policy Owner:	Jyoti Pankhania

Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
Issue Date / Review Date	Issue date updated to 22nd October 2026; review date updated to 22nd October 2027.
Action 5	Staffing name change under review (to be changed to a member of SLT).
Action 7	Staffing name changes – leaders supporting in key areas (A Floor, E Block, F Block, G Block).
Action 8	Staffing change – personnel updated to Data Team and Heads of House.
Action 9	Staffing name changes – GLT supervision and office contact.

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
SLT	Senior Leadership Team



Be Ready



Be Respectful

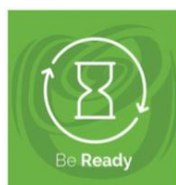


Be Responsible



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	Action	Personnel
1.	Decision made to close school by Head of School.	Chris Meadway
2.	Inform front office of school closure.	SLT Admin
3.	Inform Stir Foods of school closure.	SLT Admin
4.	Send message via Arbor to all parents/carers stating that the school is closing early and that students who have permission to go home will be signed out by their form tutor.	Data Team
5.	<p>Message to be relayed via the tannoy system for all students to return to their form rooms.</p> <p>Headteacher to email all staff.</p> <p>Register sheets sent out to form tutors with information regarding which students are on buses and which students have permission to leave early - this will include a column that the form tutor ticks once the student has left.</p>	<p>Member of SLT or ELT</p> <p>Chris Meadway</p> <p>Register sheets produced by the Data Team. Delivered by:</p> <ul style="list-style-type: none"> A Floor: Emma Johnston B Floor: Jackie Topple C Floor: Tracy Coleman D Floor: Karen Blackshaw E Block: Elena Mavromatis F Block: Abigail Kennedy-Fry G Block: Sandra Fernandes <p>SLT will direct staff if any of the above are absent.</p>
6.	Arrange transport for students for whom transport is provided.	Kate Burt and SEND Team
7.	<p>Team Members to visit each classroom to escort all bus students to the hall.</p> <p>Member of SLT supervise and organise bus students.</p>	<p>Escort students to hall after delivering registers and stay in the Hall:</p> <ul style="list-style-type: none"> A Floor: Emma Johnston B Floor: Jackie Topple (to support in GLT after) C Floor: Tracy Coleman D Floor: Karen Blackshaw E Block: Elena Mavromatis F Block: Abigail Kennedy-Fry G Block: Sandra Fernandes <p>Hall: Lyndsay Roe and Member of the Data Team</p>



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	<p>All other students to remain in form room with form tutor with leaders to support in key areas. Students with permission to leave are signed out by Form Tutor.</p> <p>Text to be sent to parents/carers of bus students if buses arriving early.</p>	<p>SLT will direct staff if any of the above are absent.</p> <p>Leaders support in key Areas: A Floor & F Block: Hayley Barker B Floor: Daniel Grimsey C Floor: Paul Bradshaw D Floor: Michaela Watts E Block: Sue Clark G Block: Ben Welsford DSP: Kate Burt</p> <p>Data Team</p> <p>SLT will direct staff if any of the above are absent.</p>
8.	<p>Laminated cards will be used in the hall to line students up in 'bus' groups.</p> <p>Bus registers sent to hall.</p> <p>Students escorted to bus stop via tennis court exit from hall.</p>	<p>Member of Data Team to coordinate</p> <p>Member of Data Team to take</p> <p>Hall: Lyndsay Roe and member of Data Team and Heads of House</p>
9.	<p>GLT organisation and supervision for non-permission students</p> <p>Students who do not have permission to leave are escorted to GLT by the form tutor after other students have been dismissed or bus students sent to the hall.</p> <p>The form tutor then needs to check permission has been granted and sign the student out on the register sheet.</p> <p>These students to stay in GLT waiting for a parent/carer to arrive if being collected.</p> <p>Office staff may need to send message when parents/carers arrive or ask parent/carer to ring student when they arrive.</p>	<p>Liam McKenna & Jackie Topple</p> <p>Form Tutors</p> <p>Form Tutors</p> <p>Form Tutors</p> <p>Office to email SLT to say when a parent has arrived and at which gate.</p>
10.	<p>Once bus students have been collected, students with permissions have been dismissed, and any remaining students without permission have been taken to GLT, the form tutor then needs to take register sheets to Headteachers office.</p>	<p>Form Tutors</p>



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11.	Check number of students remaining. Headteacher will make a decision as to when staff can leave and communicate this.	Chris Meadway with SLT support Chris Meadway
12.	Re-check if remaining students can leave and then decide who needs to remain.	Chris Meadway with SLT support
13.	Final sweep of building for remaining staff and students	SLT