



## Emergency Closure Policy

### Background

#### **Circular 0034/2011: Contingency arrangements in the event of unforeseen school closures**

- Guidance for schools in relation to making up for time lost due to unforeseen school closures is included at Appendix B of this circular. This guidance sets out a structured approach to determining the measures to be put in place to make up for
- time lost.

#### **Appendix 57 p. 204 CPSMA Management Board Members' Handbook**

- Should some exceptional circumstances arise (for example, failure of the heating system or damage caused by vandalism, bad snow fall), the Board of Management may close the school(Rule 60).

#### **INTO Handbook (CD) Rule 60 (Exceptional Closings)**

- If a school has not been in operation for at least 183 days in the school year the grant of salary and allowances may be reduced, unless owing to some exceptional cause it has not been possible for the school to be in operation for 183 days, in which case the Minister may abate this requirement.

“Exceptional cause” may include the following closures:

- Inclement weather
- Heating breakdown
- Death of a teacher in the school
- Death of a President/Bishop
- Essential repairs\*

\*Rule 52 (1) states: “Works of maintenance should be carried out, as far as possible, during the vacation periods”.

#### **Rule 62 (Closing of School in the interests of Public Health)**

When the closing of a school is deemed necessary in the interests of public health, the written recommendation of the Medical Officer of Health should be obtained by the Chairperson of the Board and forwarded to the Department. The responsibility for closing the school rests with the Board of Management.

Circular 28/94 advises management authorities that the Director of Community Care/Medical Officer of Health is the appropriate person to decide on matters in relation to public health. Directors of Community Care/Medical Officers of Health may delegate that authority to the Senior Area Medical Officers or the Area Medical Officers who normally are local General Practitioners.

### Procedures

1. Contact Fr. Joe (Chairperson) & Lorna Gerrard (Deputy Principal)
2. Send text to All Parents/Guardians, BOM members and Staff
  - a. Within Aladdin Systems: Texts and Emails heading, select **All Families and All Staff Members**
  - b. From Texts & Emails, select **Groups** from drop-down menu: choose
    - i. **..Notify when school closing**
      1. Lorna Gerrard
      2. Paul O'Donnell
      3. Fr Joe Deegan
      4. Caroline McKeown School crossing warden
      5. Derek Bonham School bus driver
      6. Mickey Dillon private bus driver



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7. *John Evans bus driver for swim lessons*
8. *David Hoey school caretaker*
9. *Jackie Weldon school cleaner*
10. *Ruth Lonergan Speech & Drama teacher*
11. *Kieron Holt music lessons*
12. *Gerry Kelly school orchestra*
13. *Kieran McDonnell guitar lessons*
14. *Tammy Duffy French lessons*

ii. **Board of Management (2015-2019)**

1. Fr Joe Deegan
2. Mr. Paul O'Donnell
3. Mr. Gearoid O'Connor
4. Mrs. Sandra Walsh
5. Mrs. Shona Dunne
6. Mr. David Powell
7. Mrs. Annette Fitzpatrick
8. Mr. Pat Connolly

3. Contact local radio station, **LMFM**

### Checklist

Check for

- Events happening in the school
- Swimming- Pool & Bus (**Aura LeisureLink**, Navan: & John Evans)
- Tours- Venues & bus(es)

After-school activities

- **Active Retirement**- Mary O'Brien
- **Slane GFC**- John Green

**DES instructs schools to make up days where it has flexible days to take or to use emergency closure days as in-school planning days.**

Signed on Behalf of the Board of Management:

Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_



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