
Developing a communication process with staff and parents

Headteachers should aim by an appropriate time in the morning to have received notification from staff if they are unable to travel. Once a pre-determined level of absence is reported this may trigger the need to close.

Headteachers will also be aware of the travel and school neighbourhood conditions. This may, in itself, be a trigger to close.

Inform and update parents via phone message/website/noticeboard with regards to school openings/closures (**please add a date to your message**). For example, confirmation of opening or closing could be posted by 8am to allow parents to make decisions regarding work and child minding.

Use the free [USO OpenCheck service](#) to update parents and carers on school status

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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