Who makes the decision to close

Last updated: August 2025

The decision to close a school is made by the headteacherThe chair of governors and the LA should be informed as soon as possible.We would like to remind you that it is a statutory requirement to report any school closure to the LA, e.g. if you...

More

Anticipating weather conditions

Last updated: August 2025

We advise you to check the Met Office websites daily (morning and afternoon) during the winter months, as weather conditions can rapidly change, so you are able to prepare your school in time for severe weather: weather forecast for London and the...

More

Don't forget to enter your school's closures into SIMS

Last updated: August 2025

Don't forget to enter your school's closures into SIMSCode Y: Unable to attend due to exceptional circumstances.Apply this code where a pupil is unable to attend because:The school site, or part of it, is closed due to an unavoidable cause;...

More

Reasons to close a school

Last updated: August 2025

Insufficient staff able to get in:This is likely to apply to teaching staff particularly who are less likely to be 'locals'Insufficient staff will cause difficulty with respect to staff:pupil ratios and the ability to safely manage the...

More

Developing a communication process with staff and parents

Last updated: August 2025

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...

More

Practical guidance during the winter months

Last updated: August 2025

Cold weather guidanceOver recent winters we have experienced some harsh conditions over the winter period, therefore it is important to remember how to protect your staff and property. Indoor thermal comfort may also be of concern to staff and...

More

Accident and incident reporting

Last updated: August 2025

Accident reporting and investigation procedureReport a school related accident or incident Schools should report incidents via Ealing's online reporting system.Reminder to select the correct accident reporting tab (pdf) when...

More

Guide to reporting an accident and incident online

Last updated: August 2025

The guidance and template in this item is to ensure suffcient information is captured when recording accidents. The information required at the reporting stage is needed for effective follow up action/review and legal information for schools....

More

Automated external defibrillator (AED) for schools

Last updated: August 2025

In view of the vital role that AEDs can play in saving lives of pupils, school staff and other users of school premises, the Department for Education working with the Department of Health are encouraging all schools to consider these devices as part...

More

First aid

Last updated: August 2025

Under health and safety legislation employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.ArrangementYou need to login with your EGfL user account to access the...

More