



## Community Services: Education

Argyll House  
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To: Heads of all Educational Establishments

Dear Colleague

### **Early closure of schools**

This circular deals with early closures which can be foreseen by head teachers/campus principals. Procedures to be followed in emergency situations have been explained in separate education management circulars.

The head teacher/campus principal may wish to close the school earlier than usual because of an evening event or other educational activity involving children and young people and/or staff. In such circumstances the head teacher/campus principal must take into account the inconvenience such closures create for many families and for other sections of the working community (eg transport staff, road crossing patrols etc). The head teacher/campus principal must also balance the educational loss involved against any educational gain to be secured from the event or activity. Any departure from normal hours of children and young people attendance should be regarded as exceptional.

Heads/principals should notify Community Services: Education and parents in writing as far in advance of the event as possible and indicate the reasons for their decision. All appropriate agencies and staff of support services should also be notified from the school. Suitable arrangements have to be in place to safeguard the interests of children and young people entitled to free school transport.

Head teachers/campus principals should maintain a record of all early closures either in the school log book or other convenient file. Such a record will be of value in the event of any accident involving children and young people of the school.

It should be noted that the head teacher/campus principal's discretion does not extend to half day closures which require specific approval from the Executive Director of Community Services.

Yours sincerely

Executive Director of Community Services

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