**Emergency Closure & Late Opening Policy**

An emergency closure is any closure due to inclement weather (snow, slippery roads), weather warning directive from Met Eireann / DES, or heating, water / lighting problem in the school.

In the event of an emergency closure of Gleneely N.S. the following protocol will apply.

* The Principal has responsibility for informing the parent body.
* The parent body and all staff will be informed about the school closure at the earliest opportunity, preferably before 8am on the morning in question.
* The parent body will be informed via the **Aladdin** app.
* Parents are responsible for ensuring that their contact details are up to date and that their Aladdin **notification settings are turned on.**
* A message will also be posted on the school’s private Facebook page.

In the event that the school is unable to open at the normal time due to slippery road conditions that are anticipated to resolve themselves within an acceptable timeframe (i.e. before 11am), the school will open and the school roll will be taken no later than 11am. The following protocol will apply.

* The Principal has responsibility for informing the parent body.
* The parent body and all staff will be informed about the school opening late at the earliest opportunity, preferably before 8am on the morning in question.
* The parent body will be informed via the **Aladdin** app.
* Parents are responsible for ensuring that their contact details are up to date and that their Aladdin **notification settings are turned on.**
* A message will also be posted on the school’s private Facebook page.
* **Under no circumstances should children be dropped off prior to 11am or when staff are unavailable to accept them into the school building.**

If the decision is made to close the school during the school day due to worsening weather conditions, the following protocol will apply.

* A message will be sent to the parent body via Aladdin informing parents of the closure and to collect their children as soon as possible.
* The parents of children travelling by bus will be contacted by phone (see Bus Families Appendix 1)
* The school bus will only leave the school once **all** parents have been contacted and are available at home for their child(ren)’s return.
* One member of staff (Vice – principal) will stand at the front door of the school and ask each parent / guardian to sign their child(ren) out of the school on the standard form (available in the office)
* Principal and Vice-principal will not leave the school until all of the children have been collected / gone home on the bus.