



## **St. Ultan's School**

Flowerhill, Navan, Co. Meath.

Tel: 046 9021831 | Fax: 046 9021137

Email: [officestultans@gmail.com](mailto:officestultans@gmail.com)

Web: [www.stultansnavan.com](http://www.stultansnavan.com)

Roll No: 19216E

### **Emergency Closure Policy**

### **St. Ultan's Special School**

### **Roll Number:19216E**

#### **Aim:**

To develop a clear and concise Emergency Closure Policy to be activated by the Principal in the event that we do not have enough staff available to provide a safe school environment for our students and a safe work environment for our staff.

#### **Rationale:**

Given the additional leave requirements under Covid-19 (10 day isolation for confirmed test, time off while waiting for a test, 14 day isolation for a close contact, etc this information is correct at the time this policy was published, however it could change) the school needs to have an Emergency Closure Policy in place to allow us to close in the event that we cannot provide a safe school environment for our students and a safe work environment for our staff.

Following the latest public health guidance and Department of Education and Skills circulars we have set this number at 50% of our staff. As we currently have 13 Class Teachers, 2 part time Special Subject Teachers, and 15 Special Needs Assistants on site , we will have to enact the Emergency Closure Policy if 15 or more staff members are unable to attend work due to Covid-19 or other categories of unscheduled leave.

We will also have to enact the Emergency Closure Policy if mandated to do so by a Public Health Team following an outbreak of Covid-19 in the school.

**Roles and Responsibilities:**

The overall responsibility for the day to day management of the school rests with the Principal. The staff have a responsibility to contact the Principal and let her know as soon as possible that they will be unable to attend work, and the length of that unavailability (if known). The Principal and secretary assume the responsibility to notify every parent about the school closure, by text message, as soon as is practicable after the Emergency Closure Policy has been enacted.

**School Ethos:**

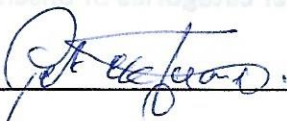
This policy reinforces the elements of the school vision which advocates providing a happy, safe, holistic learning environment for each member of the school community, allowing each student to reach his/ her full potential through appropriately supported and resourced evidence based teaching and learning.

**Ratification:**

This policy was reviewed and ratified by the Board of Management on 18 November 2020. It is envisaged that this policy will be reviewed in 2023, or earlier, should the current advice change, if there is an updated circular or should the need arise due to other related advice changes.

Ratified by Board of Management on: \_\_\_\_\_

Signed (chairperson):

  
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