



MICKLEOVER PRIMARY SCHOOL

Name of Policy: Protocol For School Closure

Date of Policy: June 2025

Member of Staff responsible: L Gerver

Review date: June 2028

Signature: _____

Chair of Governors

Date Approved: _____

At Mickleover Primary School

We are:

Motivated to learn

Proud of our achievements

Successful and skilled for life



Protocol For School Closure Days

PROTOCOL FOR RECOMMENDING CLOSURE DAYS AT SCHOOLS SUBJECT TO PLANNED BUILDING WORKS

Derby City Council believes that, wherever possible, schools should remain open for the statutory 190 teaching days and work to minimise the likelihood of school needing to close.

Any possible closure relating to a major project must be discussed with Asset Management Planning, Education Service, prior to any closure proposal. The programme of works will be looked at carefully with Property Services to establish if closure is absolutely necessary.

Schools should employ contractors or professional removal companies where necessary to move furniture and equipment, to minimise the amount of moving and handling work by school staff. Schools have the option to charge removal costs to furniture and equipment budgets or to the budget for the building project if there are associated costs. Schools should obtain three quotations, in line with financial regulations.

Derby City Education Service will consider authorising the following closure periods for schools to enable staff to prepare for significant building works and reinstating rooms after such works. These may vary according to the size of school or particular circumstances:

Half day to One day

- Movement of classroom furniture and equipment into new accommodation on the same site.

Up to two days

- Movement of classroom and office/staffroom accommodation into new accommodation on the same site.
- Preparing for electrical rewiring works or major heating alterations and re-establishing teaching areas afterwards.

Up to three days

- Movement involving a major part of the school's accommodation (a judgement will be required as to the time required in such situations).
- Movement of accommodation involving the vacation of an annexe site.

Up to four days

- Movement of a complete primary school into new buildings.
- Substantial project involving the vacation of more than 75% of a school's accommodation.

Up to five days

- Movement of a complete secondary school into new buildings.



PROCEDURE

To apply for Closure Days, the school must:

- Discuss with Asset Management Planning
- Discuss the principle with your governors
- Contact Head of Marketing and Communications at the Education Service who will seek authorisation formally from the Director of Education

Once authorisation has been granted, the Head of Marketing and Communications will contact the school about the number of days agreed.