



MANAGEMENT CIRCULAR

10a

Education Services, City Chambers, 40 John Street, Glasgow G1 1JL

October 2018

Management Circular 10a

To Heads of all Educational Establishments

Early Closure of Schools - for evening event and/or educational activity

The Head of Establishment 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 of Establishment must take into account the inconvenience such closures create for many families and for other sections of the working community (e.g. transport staff, road crossing patrols, etc.). The Head of Establishment 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 child or young person attendance should be regarded as exceptional.

Heads of Establishment should notify the Head of Service and the parents/carers in writing as far in advance of the event as possible and indicate the reasons for their decision. They should also notify all appropriate agencies and staff of the Estates Team within Property and Land Services section.

Heads of Establishment 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 of Establishment's discretion does not extend to half day closures which require the specific approval of the Education Services Directorate.

Maureen McKenna
Executive Director of Education