



MANAGEMENT CIRCULAR

75

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

March 2019
Management Circular No. 75

To Heads of all educational establishments

Early closure of schools prior to holiday periods

It has been the practice that schools close early on the day immediately preceding certain major holiday periods. The purpose of this Management Circular is to clarify two issues.

1. Permission for early closures prior to holiday periods is given in accordance with this Management Circular and should not be regarded as a matter falling within the discretion of Heads of Establishment as set out in Management Circular No. 10 which deals with more general issues relating to closure of schools.
2. It is open to Heads of Establishment to authorise early closures prior to the Summer, Christmas and Spring holiday periods. You should note, however, that there is no obligation on Heads of Establishment to make such arrangements. Furthermore, such closures are contingent upon making transport arrangements which are satisfactory to parents/carers and do not involve additional expenditure on the part of Education Services. In any event, schools should not close earlier than 1300 hours on the day prior to the Summer holiday period or 1430 hours on the days prior to the Christmas and Spring holiday period. There should be no early closure prior to the October holiday.

Maureen McKenna,
Executive Director of Education