



## Emergency Closure in the Event of Bad Weather

### General

1. In the event of severe weather the school will be open for all pupils and staff who can get here safely. It is emphasised that it is each person’s responsibility, staff or parent, to decide what is safe.
2. The school will only be closed if the weather is so bad that it is inconceivable that a significant number of personnel can get to work safely – this judgment, based on prevailing weather conditions, road conditions and weather forecasts, will be taken by the Headmaster in consultation with the Deputies, School Bursar and Estate’s Bursar. Mrs T. Darby will provide an update on the current weather conditions at School to the Estate’s Bursar who will report any concerns to the Headmaster.
3. Unless it is communicated otherwise (see Para 6 below) the School will be open in the event of severe weather.

### When School is Open

4. Staff who are able to safely make their way into School are to sign in at the Main Reception office, and then to move to the junior staff room for briefing. All pupils should make their way to the PAC.
5. At briefing, an alternative curriculum will be formulated and communicated for the day, although it is likely that the period up until morning break (and possibly beyond) may not necessarily take the form of formal teaching and learning, as it will be based on the numbers of students and staff who have arrived safely into school.

### In the Unlikely Event of the School being Closed

6. In the unlikely event of School closure a table outlining the decision process and the action to be taken once the decision is made is shown below. Contact telephone numbers to be used for the HEART FM radio station and other contact details are shown below:

PERSONNEL	CONTACT NUMBERS	ACTIONS
A REID	07702 950 730	Liaise with Bursar, Deputies, Estate’s Bursar Decision to close the school Contact HEART FM
M SMITH	07972 854723 (m) 01425 291486 (h)	Liaise with N Timbrell to ensure buses do not commence their journeys Contact all parents and staff via GROUPCALL Contact admin staff
N TIMBRELL	07920 107522 (m) 01590 682628	Contact those parents affected by school transport and the transport drivers via GROUPCALL

A POVEY	07733 440233	Ensure safety of site for those who do arrive Contact Maintenance team
T DARBY	07788 166842 (On Site)	Contact catering staff
A CURRAN-SMITH	07535 625459	Direct any pupils and staff accordingly Begin planning alternative programme
D DUNN	07834 964588	
C DUNFORD	07748 655021	Update website with latest information

7. Parents should be regularly informed (Bulletin and school website) that:

*“In the event of severe weather every effort will be made to leave the school open to allow pupils and staff who can safely get into school to do so. It is emphasised that it is each person’s responsibility, staff or parent, to decide what is safe.*

*In the unlikely event of it not being possible to open, any decision to close the School due to bad weather or any other emergency will be communicated by text message and email via GROUPCALL. If particular school buses are unable to run, we will notify parents by text message and email via GROUPCALL. The School telephones and School website will also be updated with the latest information.”*

8. The above plan allows for the communication as far as Deputy Heads. From this point they are asked to initiate a cascade system of communication to ensure all members of staff are informed. Staff are asked to ensure that they maintain up-to-date contact details for those persons they are required to call. Up-to-date contact lists are held in the School office.

9. Equally important is that the staff, and parents are to be informed when the School is to be re-opened (once known).

Policy written : January 2009

Staff name: Mr D Dunn (Deputy Head)

Reviewed: October 2017

Reviewed: March 2018