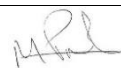


Emergency Closure Policy

Date approved	September 2024	Approved by	Executive Director
Review cycle	1 year	Signature	
Date for review	July 2025	Author	Director of Operations

School closure is rare but may be required in cases of severe weather or in other emergency situations such as significant failure of heating systems, etc.

We have a number of sites which make up the schools and it may be the case that a closure does not affect all schools and sites. In addition, many pupils attend a range of off-site provisions which may not be affected by a closure of a school building. It is therefore particularly important that we communicate very clearly with staff and pupils/parents to avoid any undue confusion.

The decision to close a school/site either before or during a school day will be made by the Headteacher or, in their absence, a member of SLT. The school/site will only be closed if one or more of the following conditions apply:

Conditions on site are dangerous or do not comply with statutory health and safety regulations.

Insufficient staff are present which may prevent the school/site from running safely.

Weather conditions are considered to be, or are anticipated to later become, too hazardous for travel.

Decisions about closing the school or sending students home early are always difficult to make. We need to gather reliable information before making a judgement. We check weather reports, consider the situation on site, get information from local transport companies and try to assess what is happening elsewhere in the area.

Actions following any closure:

Where the school is officially closed all absence will be counted as authorised absence and is recorded on the register with a Y code.

The Chair of Governors will be informed of the closure and the reasons why the decision has been taken as soon as is practically possible.

If the school/site is to close:

1. The below local media will be informed, and they will broadcast details.

- **School Website**
- **Social Media**

2. Parents are advised to check social media and school website regularly for updated information about arrangements for the following day.

In the event of a decision to close the school/site early/during the school day:

- No pupil will be allowed to leave school early until a parent/carer has been informed.
- School staff will contact all parents prior to releasing any pupil from school.
- Where contact with a responsible adult has not been made then this pupil will remain the responsibility of the school until the end of the school day.
- If we believe that any student is at risk of being unable to travel home safely we will contact the parent/carer.
- The school will make all practicable efforts to keep parents informed during adverse weather conditions or where closure is required for other reasons.

Information for Staff:

In the event of the school/site being closed to students only, staff are still expected to report for work unless advised otherwise. Every reasonable effort should be made to attend work.

The school operates an emergency closing process where information will be shared by phone call and text through staff teams following agreed procedures. Where it is possible to do so this will be backed up with an all-staff email and individual staff must take responsibility for checking for updated information.

In the event of the school being closed to pupils due to adverse weather conditions:

- Staff unable to travel to school must report by phone to their line manager and absence line.
- Headteachers ensure the Executive Director is kept updated about the potential staffing levels for this and subsequent days.
- Staff may be asked to undertake appropriate alternative duties in the event that the pupils are sent home. These duties will be in line with current role duties and within agreed working practices.
- Staff may be asked to report to another school site/venue if they are unable to make it to their normal place of work, or in order to maintain provision at another site.
- Leave of absence is at the Headteacher discretion if requested by staff and a fair and transparent system will operate however the option remains for pay to be deducted where an individual may have abused the process.