



St Anne's School and Sixth Form College

School closure procedures policy

Inclement weather and other emergencies

This policy was adopted in January and updated Autumn 2018

1. TAKING THE DECISION TO CLOSE THE SCHOOL

The Head teacher in consultation with the senior leadership team and site manager, will take the decision to make an emergency closure when the state of the weather or any other exceptional circumstance make it absolutely necessary in the best interests of the pupils and staff.

In the event of severe weather St. Anne's will endeavour to remain open. In the unlikely event of us being unable to open a message will be posted on the school website, twitter and local radio as early as possible.

However this decision will be supported by the latest and most accurate information available. The presumption should be in favour of keeping the school and residence open unless, in the Head teacher's view, to do so would put the health, safety or welfare of pupils and/or staff at risk. In reaching this decision, the Head teacher and senior leadership team will take full account of local circumstances and, in particular, the following considerations:

- (a) Both short and longer term weather information: Further information on this will be sought from the Local Authority Schools website and BBC local weather updates. Attention should be paid to ascertaining what would be a safe and appropriate time to send pupils and staff home.
- (b) Advice regarding local transport and the safety of local roads: Whether buses and taxis are running, and whether it is safe to drive on local roads
- (c) Arrangements for pupil safety: The absolute priority is to ensure that provision is made for each and every child. Where children cannot be collected immediately, by school transport parents will be asked to collect their child from school / residence. They will be supervised until they can be collected.
- (d) Whether the school is accessible, and has working heating/electrics/water.

The closure or opening of other schools in the proximity will not be the key factor in making this

decision, although this may be taken into account.

It is the responsibility of all staff to make every effort to attend work and for all staff to contact the school to inform them of their decision.

2. ADVICE TO PARENTS

It is recognised that parents have a key role to play in the event of severe weather. If they have concerns about their children being transported to and from the school, they should contact school transport / school to inform them of the decision to keep their child at home.

The fact that several parents take this view does not, however, mean that the school will be closed, unless the considerations listed above indicate that this is the only sensible decision.

3. COMMUNICATION ARRANGEMENTS FOR PARENTS /CARERS

It is essential that, when there is potential for school and residence closures due to severe weather conditions, we are in a position to communicate quickly and clearly with parents/carers.

Once a decision has been made to close the school **outside the school day** the following actions will take place.

A message will be posted on the school website, mobile app and twitter.

Local radio stations BBC Radio Humberside and Viking radio will be contacted in order that they can broadcast a closure. If you hear that the school is to be closed, it is always helpful to contact others you know to check the message gets through effectively.

If you tune into these stations and there is no mention of St Anne's closing then we are open as usual.

This is the means by which we will communicate with all parents / carers.

The local radio stations BBC Humberside / Viking radio will play an important part in informing of school closure.

Any decision to close should be taken as early in the day as possible, or if feasible notification should be provided the evening before.

Once a decision has been made to close the school **within the school day** the following actions will take place.

Senior staff will make the decision to close the school then :

- The school will contact all school transport and the local authority of their decision to close.
- School will inform parents/carers if transport is going to arrive earlier and ask for them to make arrangements for their child to be supervised. It is the responsibility of all parents and carers to ensure that the school / residence holds their current contact details

4. COMMUNICATION ARRANGEMENTS FOR STAFF

It is essential that, when there is potential for school and residence closures due to severe weather conditions, we are in a position to communicate quickly and clearly with staff.

Once a decision has been made to close the school **outside the school day** the following actions will take place.

A message will be posted on the school website, mobile app and twitter.

Local radio stations BBC Radio Humberside and Viking radio will be contacted in order that they can broadcast a closure. If you hear that the school is to be closed, it is always helpful to contact others you know to check the message gets through effectively.

If you tune into these stations and there is no mention of St Anne's closing then we are open as usual.

All staff will be contacted by phone on a cascading programme by senior staff. It is the responsibility of all staff to ensure that the school holds their current contact details.

The local radio stations BBC Humberside / Viking radio will play an important part in informing of school closure.

Any decision to close should be taken as early in the day as possible, or if feasible notification should be provided the evening before.

Once a decision has been made to close the school **within the school day** the following actions will take place.

Senior staff will make the decision to close the school then :

- All staff on site will be informed of the decision those staff who live the furthest distance away from school will be given the opportunity to leave as soon as it is viable to do so.

5. SAFETY OF SITE

Please refer to the school gritting policy which is in place to minimise the dangers of slipping on frost, snow, and ice in outside areas on the school site and on access routes.

All adults should wipe their feet on entry to the school premises to minimise wet and slippery surfaces.

6. REVIEW

This policy will be reviewed annually and will be updated in response to local authority notifications.