

Academy Emergency Closure Procedure

Parent and Public Information

The decision to close the academy is one that is not taken lightly and is based on the safety and welfare of both students and staff, many of whom have to travel a distance to get to school.

Emergency closure will occur in exceptional circumstances:

- Where there is a loss of essential services to the school which cannot be compensated by alternative provision or
- When there are severe weather conditions adversely affecting access to the school or site safety.

If the academy is closed due to a loss of a particular service i.e. water, electricity, gas etc., the Principal will implement the academy's procedure for emergency closure.

If possible temporary provisions will be made available during this time i.e. water containers, portable heaters.

There are times when weather conditions are so severe that the Principal may consider that the health and safety of the students and staff are best served by closing the academy. This may be to close early on the day, not to open at all following overnight weather conditions, or because of a severe weather warning affecting the following day.

If the school is forced to close during an external examination period, arrangements will be made with the individual students concerned regarding the sitting of the examinations. These will always be shown on the website as well. If the closure is during the period of "mock" examinations then these will not run and will take place at a later date.

Aims

This plan aims to:-

- Keep pupils and staff aware of our priorities in extreme weather conditions or at times where, despite our best efforts, we are unable to safely keep the academy open.
- Keep parents/carers updated on our methods of communication
- Prevent pupils and staff from being stranded at school
- Reduce unnecessary risks
- Reduce accidents in the school



Procedure:

In the event of adverse weather, where the school is unable to guarantee a full capacity of staff, a decision will be taken by the Principal and Chair of Governors as to whether to close the school. Where no updates have been provided parents and pupils should assume that the academy is open as normal. However, if a decision is made to close, this will be communicated to parents/carers and staff. Please make sure that all contact details are up to date and notify the academy of any changes immediately.

School Closure

In the event of school closure, a member of staff will, where possible, be available on site to ensure that messages and communication are maintained for the first few hours of closure; thereafter the school site will be closed and unmanned.

Decisions will be taken by the Principal and Chair of Governors by 7:30am, where reasonably possible, and will be communicated by one or more of the following means:

- Text message to parents
- Parentmail message to parents
- Published on the school website front page
- Published on the Bristol City Council website (<https://www.bristol.gov.uk/schools-learning-early-years/school-closures-list-of-schools>)

School Closure during the School Day

In the event of closure, for example heavy snowfall, during the school day, a decision will be taken by the Principal and Chair of Governors as to whether the school should remain open or not, taking into account the safety of all pupils and staff. If a decision is made for an early closure, the communication methods will remain the same as in full school closure.

In the event of bad weather the school advises all pupils, staff and visitors to wrap up warmly and wear sensible footwear.

Procedures

In the event of possible closure **before school opens**

	Action	Responsible
6:30-7:15	Assessment of site safety Principal liaises with Caretaker and Maddy re communications	Caretaker
6:30-7:15	Staff use the normal absence notification procedures but TEXT rather than call to ensure all messages get through	ALL STAFF
7:15-7:30	Decision made regarding whole or part closure	Principal
7:30	Principal communicates decision to key staff involved in communication plus FGB	
7:30-7:45	Decision communicated to parents via TEXT - Arbor	Maddy - Call or text designated number to initiate this.
	Decision communicated to parents via email - Arbor	Maddy - contact as above
	Decision communicated to parents via website	Maddy -- contact as above
7:30- 7:45	Decision communicated to Bristol City Council Emergency Control by school designated contact numbers and email. The Operations Centre will update the BCC website.	Principal



Closure **during** the school day

	Action	Responsible
	Assessment of site safety	Principal, Resources and Operations Manager and Leadership team
	Decision made regarding whole or part closure	Principal
	Safe Haven process instigated	Principal
	Decision communicated to parents via TEXT - Arbor	Maddy - Monday Tuesday Thursday Friday Anna - Wednesday
	Decision communicated to parents via email - Arbor	Maddy - Monday Tuesday Thursday Friday Anna - Wednesday
	Decision communicated to parents via website	Maddy - Monday Tuesday Thursday Friday Joe Evans- Wednesday
	Decision communicated to Bristol City Council Emergency Control on school's designated numbers and emails	Principal

Document Control

Designated Governor (role)	Mark Ellis-Jones
Designated Staff member	Principal
Governor Committee	FGB
Date Approved by Governors	May 2018
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