

Emergency School Closure – November 2023

During periods of adverse weather conditions, the Headteacher and senior leadership team keep abreast of local weather conditions and weather warnings. There may also be other reasons why the school needs to close and in the event of this, the following procedures are in place.

School closures within the normal school day

Parents/carers are advised to monitor the school website. A text message will also be sent to all parents advising of any closures during the school day.

School transport will be contacted to attend school at an agreed time and transport students home that use this service.

Class teachers will take students to the following locations and a formal announcement will be made about the closure:

Year 7 – school gym

Year 8 – school hall

Year 9 – school hall

Students will be dismissed in the following order:

- Students who normally make their own way home (or have a designated safe place) and are able to gain access will be allowed to leave.
- Students who normally travel home on the school bus will be escorted to the school transport unless they tell us that they cannot gain access to their homes (designated safe place) on arrival.
- Students who make their way home on public transport will be advised of bus and train times and will be escorted to the station and bus stop unless they tell us that they cannot gain access to their homes (designated safe place).
- Students who are unable to gain access to their homes will remain in school until alternative arrangements are made by parents/carers.
- Students who are usually collected by family members at the end of the school day will remain in the hall until alternative arrangements are made by parents/carers.

Years 10 and 11 will be asked to make their way to the school hall if

- They are usually collected by family members at the end of the school day.
- They are unable to gain access to their homes.

These students will receive the same formal announcement as students in Years 7, 8 and 9 and will be dismissed in the same order.

Students who cannot get home or in contact with home will remain on school site with senior staff until they have a safe passage home.

Senior staff will be on duty at the bottom of the school drive to deal with parents arriving on site to collect students.

Please ensure that your child knows what to do in the event of an emergency closure and that they are able to get home safely. Please also ensure that your child is aware of any previously agreed arrangements that you have made with another member of your family or a close friend. Students have been advised of the above procedure via assembly and they are encouraged to discuss with their parents/carers in advance of any closures.

Please understand that this will be a slow and controlled procedure and we thank you for your patience. Please be aware that the school switchboard is very busy at these times and you may not be able to get through. We will look after students that are unable to get home and

will, to the best of our ability, make every effort to return them home recognising that it is an emergency situation.

School closure outside of the normal school day

In consultation with the Headteacher or Deputy Headteacher, any decision to close the school will be made and communicated to the Local Authority and relevant parties. Decisions to close will be made as early as possible in the morning.

Partial closure of school site

Whilst every effort will be made to clear the school site of snow and ice during winter weather conditions, it may on occasion be necessary to delay the start of the school day or prioritise particular year groups to be on site. It may also be necessary to restrict access points (e.g. Myrtle Terrace) as it may not be possible to clear all areas before the start of the school day.

If for any reason, the school cannot open or requires a phased/delayed opening, the decision will be posted on the front of the school website, communicated to staff and parents via email, posted on social media and announced on the local radio stations.