

EMERGENCY CLOSURE POLICY

ORIGINATOR: N. RAY

SLT LINK: S. WILLIAMS

MAY 2016



PRINCIPLES

Only the Executive Principal has the authority to make the decision to close the Academy. This decision will be made in consultation with the local Head of School.

A decision to close will only be taken when the health and safety of staff and students would be compromised by the decision to open or remain open. In the event of a closure the procedures outlined below will be followed. A decision to close one site does not indicate that all sites will close; each part of the Federation will be treated separately.

The Federation community will be informed of a closure by:

- Notice on all academy websites
- Notice on Facebook (eg. www.facebook.com/catmosecollege)
- If appropriate and possible, notice over local radio

The decision may be made to close to students but that staff should continue to attend unless it is unsafe to do so. It is also possible that an academy will remain open for specific year groups

In the event of severe weather, we will make every effort to stay open and to continue as normal. However, in certain circumstances this may not be possible and emergency procedures may have to be adopted and your child will be sent home. It is wise to be prepared as we will not be able to notify you in advance.

Extreme weather e.g. snow or high winds

If conditions allow, your child should set off as normal but you should be prepared for closure. If you are dependent on a bus and roads are not clear, buses may not run and your child will need to return home.

If your child does arrive and we are facing extreme circumstances, such as an unsafe site or not enough staff able to reach work safely to look after students, we may have to close and your child will be sent home. **PLEASE MAKE SURE WE AND YOUR CHILD KNOW THE NUMBER TO USE TO CONTACT YOU DURING THE DAY.**

Extreme weather during the day

In the event of extreme weather, we may have to send some or all students home early if the bus companies advise it due to the state of the roads.

PLEASE DISCUSS WITH YOUR CHILD WHAT PROCEDURE YOU WILL ADOPT IF, IN AN EMERGENCY, HE OR SHE HAS TO BE SENT HOME.

Our main aim is to ensure the safety of all staff and students. Please make sure your child knows where to go if you are unlikely to be at home.

NO CHILD SHOULD LEAVE IN AN EMERGENCY IF THEY HAVE NOWHERE TO GO OR IF WE CONSIDER IT IS UNSAFE FOR THEM TO TRAVEL HOME.

Information will be given as soon as possible on the Academy website www.catmosecollege.com and, if reasonably possible, local radio stations.