

# EMERGENCY CLOSURE POLICY

ORIGINATOR: Simon Mellors

SLT LINK: Stuart Williams



May 2025

## PRINCIPLES

Only the Executive Principal has the authority to make the decision to close an Academy. This decision will be made in consultation with the local Heads 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 as soon as possible by:

- Notice on all Academy websites.
- Notice via Xpressions and email.
- If appropriate and possible, notice over local radio.

The decision may be made to close for 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.

If the Academy's are closed, when it is practicable to do so, work will be set for students online. This will be communicated to parents within the notice closure.

## 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 procedures 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 unsafe for them to travel home.