



Saint Paul's Catholic High School

Moving forward together. Achievement for all!

EMERGENCY CLOSURE POLICY



Journeying together with Jesus Christ, we learn to love and love to learn.

Document Record	
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Author	Gary Sugden
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Date Adopted by School	2 nd October 2018

Inclement Weather/School Closure Information and Protocol

In the event of incidents such as adverse weather or power failure, every attempt will be made to keep the school open in order to minimise disruption to teaching & learning. However, the prime objective will be the health and safety of students and staff. Under such circumstances we will carry out a risk assessment, taking account of the conditions on site to ascertain if it is safe to keep the school open.

Considerations for closure will include the following;

- Current weather conditions and weather forecast
- Police advice on travelling (including the safety of walking and cycling to school)
- Advice from the Local Authority and Multi Academy Trust
- Availability of teaching staff
- Availability of key non-teaching staff (e.g. support, premises and catering)
- Safety of the site

When assessing the need for closure we will also consider whether any mitigation measures are possible, such as partially opening the school to some students.

Closure of the School due to Bad Weather Overnight

If the school is to be closed we will make every effort to inform parents and carers before 7:30am. This includes texting and emailing parents, updating the website and informing the Local Authority (they hold details of all local school closures).

The school website www.st-paulshigh.net will contain the most up to date information and parents/carers should check it regularly for updates.

If the school is closed you do not need to report your child as absent.

When the School is Open During Adverse Weather

During adverse weather we will always try our best to keep the school open as much as possible, as long as we have sufficient staff to make it safe to do so. Please be aware of the following;

- It may be necessary to open the school later than normal to allow staff and students to travel safely
- It may be that, due to reduced staffing, school may be open only to certain year groups

Closing the School Early During the Day

The school will do its utmost to remain open if adverse weather conditions arise during the school day. However, if the weather deteriorates during the day there may be circumstances where we need to close early so that students and staff can get home safely. If this happens, we will use text and email alerts to parents and we will also update the school website.

If the School is Closed for More Than One Day

The school will put in place arrangements for remote learning, work will be made available on our website (www.st-paulshigh.net).

Re-opening

Please continue to look at the website for information about re-opening.

Examinations

We will make every attempt to open the school for any public examinations and are optimistic that we will be able to do so.

Checklist for Parents

- Please make sure you have given up to date phone numbers and email addresses to the school office
- Please make sure that your child can get back into the house safely if the school closes early i.e. that the student has a key, knows a neighbour who has a spare key, or there is an agreed safe place where they can be supervised.

Monitoring, Evaluation and Review

The school will review this policy and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.

Timing	Action	Staff Member
As early as possible	Where possible, site staff will come into school to access the weather condition/snow fall and the practicalities of opening	Site Manager & Site Team
Before 5am if possible	Site Manager to discuss findings with Headteacher/SLT members (Head to make call)	Site Manager/ Headteacher/Senior Leadership Team (SLT) members
Before 5:30am if possible	Decision made to open or close (considering all factors outlined in our procedure)	Headteacher (Deputy Headteachers in his absence)
As early as possible	Communicate closure with the staff (Mode of communication; Txt messages using Citrix /Phone calls/ Text/Email)	Headteacher (Deputy Headteachers in his absence)
As early as possible	Communicating closure with parents/carers (text message using Citrix & school web site)	Headteacher (Deputy Headteachers in his absence)
As early as possible	Communicating decision with Governors/MAT	Headteacher (SLT in his absence)
As early as possible	Communicating closure with LA	Headteacher (SLT in his absence)
As early as possible	Communicating closure with catering company	Site Manager
Prior to the start of school	Update website to alert parents of school closure	SLT
Prior to the start of school	Contact Supply Agencies to advise opening status of the school	Cover Manager, SLT to give instruction
Start of school on closure days	Liaising with students/parents were students turn up in error	All staff available

Adverse Weather Protocol: Roles and Responsibilities of school staff in the event of an adverse weather closure.