

BWA School Closure Policy

Document Control

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There is a duty on Governors, the Trust and school to provide an educational service for children and young people. However, there may be occasions where the school will need to close early. School closure could result from loss of power, heating, water or other essential services. The school could also be closed due to extreme weather conditions. Decisions concerned with school closures due to these various factors are made by the school Principal, in consultation with the Trust (Executive Principal, CEO and Chair of Governors), based on an assessment of the local circumstances.

Procedures

In the event of extreme weather conditions or loss of an essential service, the Principal will liaise with the Trust and if necessary, police, emergency services and other LA officials in order to offer advice to school management.

Closure assessment criteria

The Principal or delegated senior leader, in consultation where practicable with the Trust and Chair of Governors, should assess the situation and should take account of the:

- a) safety and accessibility of the site and surrounding area
- b) availability of heat, light, power and water
- c) availability of staff for the school to operate safely
- d) availability of meals
- e) availability of dedicated transport where required

Communication or open / closed decision

The decision of school closure should be taken at an appropriate time, preferably the day before any closure and should allow for adequate communication of the decision to parents and students. In the event that weather conditions deteriorate overnight or that an overnight issue with the essential services has not been resolved, the Principal should liaise with his/her Site Manager or other relevant person to check the circumstances against the above criteria. If weather conditions are still deemed extreme or if services are not up and running, the Principal will contact the Executive Principal, CEO and Chair of Governors will be contacted for a decision to be reached.

If the school closure has been agreed, the Principal or delegated member of staff is requested to:

- Contact Athene Communications for any crisis management support if required
- Notify any dedicated transport if that is the schools responsibility
- Log on to the Council's website and complete the online proforma to confirm whether the school is open/closed
- Contact the local radio station to let them know
- Update the website to ensure that stakeholders are aware
- Email staff in general and follow the communication protocol on the 'snow tree' to ensure all staff are aware
- Send out relevant messages to parents/carers and students via email, text and/or the school app
- Update communications daily to ensure all stakeholders are aware and know when the school is open again



Parents

Parents should be encouraged to check the school app, school website and listen to the local radio stations for up to date information. Parents should be requested not to telephone the media as this may impede communication between schools and the radio station.

Closure of the school during the day

If a situation develops during the school day which results in the school having to be closed early, the Executive Principal, CEO and Chair of Governors will be contacted for a decision to be reached.

If the school closure has been agreed, then the Principal or designated member of staff will:

- Contact Athene Communications for any crisis management support if required
- Notify any dedicated transport if that is the school's responsibility to collect students
- Update the website to ensure that stakeholders are aware
- Email all teachers in order to ensure they are aware
- Speak to all middle and senior leaders to ensure they know the plan to send students home
- Send out relevant messages to parents/carers and students via email, text and/or the school app
- Send all students back to their relevant tutor bases for registration and contact home
- Once contact has been made between students and parents/carers, teachers will allow students to leave to be collected. Students without permission, or where parents/carers could not be contacted, will remain and once most students have left will be asked to wait in the library. SLT will continue to attempt to contact parents/carers.
- Once tutors have had their students leave, they will be able to leave.
- At least two members of staff will remain on site until all children have left the premises. At least one of these members of staff will be a Designated Safeguarding Lead.