

Kingsmoor Academy

Extreme Weather Conditions Closure Procedure

Principles:

As a fundamental principle, every effort will be made to keep the academy open, even if only limited number of students can attend. The Principal and Governors have a responsibility to provide and maintain educational services. We are also required to provide free school meals to any children who are entitled and who remain on site.

1. The academy will inform parents and any contractors who may be affected of possible disruptions. The decision whether to send students into the academy or to collect those already at the academy rests with the parents/carers themselves.
2. The health and safety of employees battling through adverse weather conditions will be weighed against the health and safety of students who expect to be in the care of the academy from 8.00 a.m. to 3.10 p.m.
3. If insufficient staff are able to attend for the normal timetable to proceed, those staff that do arrive should arrange a suitable programme of education for those students who do attend, bearing in mind the staff resources available and the student numbers.
4. The academy will only be closed in circumstances where:
 - a. No staff (including non-teaching staff) have been able to attend for work, or are able to remain at work and there are no unaccompanied children, or
 - b. The academy has been severely damaged; there is a breakdown of services (e.g. heating, toilets) or the condition of the premises makes operation impossible, or
 - c. The premises are required or requisitioned for emergency use or a critical incident has arisen.
5. In the event of closure, every effort will be made to inform:
 - a. Parents
 - b. Staff and other users. Contractors should also be notified.
6. If the Principal is unable to reach the academy, everything possible should be done to contact the staff who have arrived to discuss the arrangements which they are to put into operation.
7. Staff should make reasonable efforts to get to work having regard to the travelling conditions.

In the event of closure:

The Principal, in agreement with the ATT CEO and Chair of Governors, will make the decision regarding closure of the academy, having spoken to the Site Manager to ascertain conditions at the academy and reviewed staff home locations and likelihood of travel difficulties.

The Principal will inform the Office Manager by telephone. The Office Manager will cascade closure information to all staff via Schoolcomms.

The Office Manager will inform the Local Authority by completing the template on the [School Closures, ESI page](#) on the Essex County Council Schools Infolink website. School Closure information will then appear on the Essex County Council website in order that parents may be able to access this.

Staff are expected to come in to work to supervise any students who come in and are not able to get home and for non-teaching staff to undertake any other available work, unless conditions prevent them from doing so. If staff are unable to get in, they must telephone in the normal way for staff absence.

Parents/carers will be informed of the academy closure via text, e-mail and website alert. The academy voice message will also be changed to inform parents/carers of closure if possible. Parents will also be directed to check the Essex County Council website for closure information (www.essex.gov.uk).

The Site Manager will ensure signs are placed on the academy gates advising of closure.

The Site Manager will keep the Principal and other site staff regularly informed and updated of developments.

In the event of early closure:

The Principal, in agreement with the ATT CEO and Chair of Governors, will make the decision regarding any early closure of the academy and will inform the Local Authority by telephone and e-mail (01245 434745 / 0845 6032200 schools.communication@essex.gov.uk).

Parents/carers will be contacted via text and e-mail in the event of the academy closing early. An alert will also be placed on the academy website.

Kingsmoor Academy 2016-2017 Staff Communication Cascade

