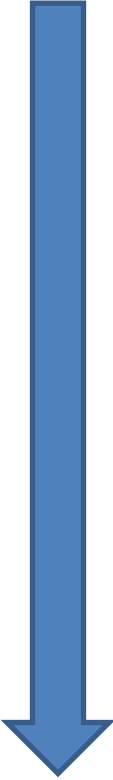




Closing the school due to adverse and inclement weather conditions



Caretakers risk assess the site and notify the Head of College that the school may be required to close. A risk assessment of the journey to the College for staff and students is also made by the Headteacher and caretaking staff on site bearing in mind the conditions on local roads. The College will aim to make a decision as early as possible.

The Head of College and Executive Head Teacher will consult and make the decision to close the College. Where possible, the Governing Body should authorise this decision. If the Chair of Governors is not contactable, the Vice Chair or other Governing Body members will be contacted to ratify the decision.

The Head of College informs the Senior Leadership Team that the College is closed and specifies if it will remain closed for the remainder of the day. This information is cascaded as per the communications tree. Line managers also cascade the message onto teams. The Assistant Head Teacher, responsible for Community, will put a message on the College website and Facebook page. Local radio stations will also be informed.

If safe to do so, a member of staff should be at the school gate at 8.30am to inform parents who may not have received the closure notification.