

## Bad Weather or Emergency Closure Procedure

This procedure is to be put in place during:

**EMERGENCY PROCEDURES FOR SEVERE WEATHER CONDITIONS**

**HEAVY OVERNIGHT SNOW CONDITIONS IN THE LOCALITY**

**FAILURE OF HEATING OR SANITARY SYSTEMS**

**ANY OTHER SERIOUS ISSUE THAT PREVENTS THE ACADEMY FROM OPENING or OPERATING SAFELY**

### Prior to opening for the morning session:

Should conditions around/in the academy be a cause for concern, the Principal will follow the following procedures as soon as possible to state the academy will be closed:

- Alert the Academy Education Director
- Alert the Local Authority using the agreed protocols
- Inform key office staff to send an Arbor message to parents
- Use Arbor to text all staff- remote learning plan to be put in place

### Before the scheduled end of the school day:

Should children need to leave the academy at any point before the end of the school day, a message will go out on Arbor asking parents to collect their children from the academy immediately and also advising them that if they need to contact the academy they should do so through the Arbor messaging app or email. Consideration will be given to arrange staggered finish times to prevent traffic congestion around the academy in inclement weather.

### Emergency Supervision

Supervision will be available for the children for as long as necessary until the end of the scheduled session. It is preferable that should parents be collecting children during a closure through the day that they DO NOT call the school as this will jam the telephone lines.

### Staff

In the case of very bad/severe weather the decision to close the academy lies with the Principal (or Deputy Principal in the Principal's absence). Staff are contacted through Arbor. Staff are requested to contact the Principal if they judge they are unable to get into the academy on days when the school has been deemed safe to open.

The Remote Learning Policy may be followed in order to support continuity of learning. This will be directed by the Principal (or Deputy in the Principal's absence).

In the event of deteriorating weather conditions during the day, the Principal will make the decision on sending staff home early, if possible, if they live a considerable distance from the academy or in a less accessible and remote location.