



Severe Weather - Emergency School Closure Procedure:

The aim of this procedure is to ensure clear communication between school and staff, students, parents and governors in the occurrence of a school closure or part closure. This procedure should be implemented should the school need to close in situations such as heavy rain (flooding), severe ice and / or heavy snow, heating failure etc. The time at which the procedure is implemented will depend on the circumstances but it is set up to deal with closures either prior to or after the start of a normal school day.

Action Plan

If there is doubt as to whether the school should open or remain open, based upon the conditions on site in relation to health & safety implications of students, staff and visitors being in school, the Site Manager (or member of Site Team) will consult with the Principal (or member of the Senior Leadership Team.) If, based on this, the Principal's decision is to close / partially close / implement a late start, the following tasks will be triggered:

1. *Text message to all parents*
2. *Text message to all staff*
3. *Notice on the school website homepage (www.crawshawacademy.org.uk)*
4. *Online confirmation of closure to Local Authority (triggers local radio coverage)*

Early Closure

If the school is already open and issuing an early closure, the process below will be followed:

Students will be dismissed once parents have been informed by text message. Rules around mobile phones will be rescinded to enable contact between students and parents if necessary before leaving site. Instructions are held on site (with Year Managers) regarding any specific arrangements for individual students.

Please log onto your PARENTPAY account and update any changes to your priority mobile contact number so that we may keep you informed of possible closures due to severe weather over the winter months. Please also advise us of any specific arrangements for your child i.e. should go to grandparents, parent's place of work etc. Any students who need support or to make contact home should report to year managers and remain on site until instructions are received from parent / carer.

