



Procedure in case of severe weather or serious local emergency

On rare occasions during periods of severe weather it may be necessary to consider closing the Academy to ensure the safety of pupils and staff. Similarly, in the event of a major emergency in the vicinity, closure of the Academy may be necessary in response to instructions from the police or emergency services. Parents and guardians are asked to note the following procedure, which is intended to ensure that correct information is communicated in such circumstances.

1. When severe weather is forecast, or happens unexpectedly, or there is an emergency affecting the vicinity of the Academy, the Head teacher, Senior Staff and the Site manager will consult and make the decision whether the Academy is to close.
2. If the onset of severe weather is during the night, or news of a major local emergency is received during the night and the Academy is at risk of closing the next day:
 - A decision to close the Academy will be made at the earliest opportunity and usually by 7am on the day in question.
 - Parents should check the Academy website for information.
 - Parents will receive an email concerning the closure (this notification may be by text message also)
 - A closure notice will be placed on the Academy entrance.
 - A message if possible will be left on the Academy's phone system
3. If the weather turns severe or there is a major local emergency, after the beginning of the Academy day and it is decided that the Academy must close early:
 - Pupils will be instructed about arrangements for their dismissal from the Academy and will be given the opportunity to telephone parents/guardians to advise of these arrangements and confirm with parents/guardians when they are to return home.
4. If the Academy is open as normal but there are severe weather conditions or an emergency locally in the area of a pupil's home:
 - Parents/Carers must decide for themselves whether it is safe for their child to travel to the Academy. If the child is kept at home, his absence should be notified to the Academy in the normal way.
 - Similarly if severe weather closes in or there is an emergency locally when a child is at the academy and a parent/guardian wishes their child to leave for home early the parent/guardian should contact the Academy for arrangements to be made. Please note that depending on the circumstances the Academy may advise that it would be safer for the child to remain in the Academy for a time, before setting out on their journey. No pupil will be allowed to leave the Academy unless a parent/guardian comes to collect them.
 - Any such arrangements must be made through the Academy office to ensure that relevant staff know of pupils' movements.

It must be stressed that the academy will be closed only if the weather is exceptionally severe and poses a clear risk to safety. In the case of a major emergency in the vicinity, advice will be sought from the police and emergency services before a decision is made. 28th November 2017