



School Closure Procedure

Date Reviewed: December 2017

Date Ratified by Governors: October 2018

Date due for renewal: December 2019

School Closure Procedures Policy – Inclement Weather and Other Emergencies

In the case of extreme weather, any decision whether or not to close the school will be taken as early as possible. The Headteacher will consult with our site staff at 6.45am and make a decision about whether school will remain open. In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff. Each school closure is logged on a daily basis after reassessment of conditions of the site and surrounding area and the supervision of pupils.

Emergency Closures outside the school day (e.g. snow closures)

Once a decision has been made to close the school, the following actions will take place.

We will announce the closure on the Wyvern Academy School website www.wyvernacademy.org. Local radio stations will also use this site as a primary source of information.

As well as the closure being published on the above website, local radio stations including BBC Radio Tees, Capital Radio, TFM and Rather Good Radio will broadcast the closure. If you look onto the website and tune into these stations and there is no mention of Wyvern Academy closing, then we are open for business as usual. This is the means by which we communicate with all parents and **I urge you not to phone school because we need to keep the telephone lines clear for staff.**

If it is possible that the school may be closed due to bad weather, please check the school website as detailed above, and tune into one of the radio stations. If you hear that the school is closed, it is always helpful to contact others you know to check the message gets through effectively.

Emergency Closures within the school day

If the school has to be closed during the school day, the school will begin a procedure for contacting parents as soon as possible. This will be through text alerts as well as contacting local radio stations and notices on the school website.

In such occasions, our main aim is too ensure the safety of the children on the school site whilst waiting to be collected.

Decision to close the school

The decision to close the school is a serious one. Our main consideration will always be the health and safety of our children and staff. Please be aware that all schools are different and can be affected by such situations in different ways, depending on whether children come to school by bus or whether staff live a long way away etc.

Hopefully, it will not be necessary to close the school this winter but it is always best to prepare for the eventuality just in case.

If you update your mobile telephone number please ensure you advise the school office who will then update our system with the new number.

Informing Staff of the decision to close the school

A 'Snow Pyramid' has been produced detailing all staff along with contact information. Should the Headteacher take the decision to close the school, all staff will be informed by telephone by nominated personnel. Staff should ensure that their individual contact numbers remain up to date at all times.