



Cleeve Park School

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Cleeve Meadow School

Emergency Closure Policy Autumn 2024

**Adopted by Governors:
To be reviewed: August 2027**

In the event of severe weather or other unforeseen circumstances every effort will be made to ensure the school remains open in order to minimise disruption to teaching & learning. However, the health and safety of our students and staff is our prime objective. When these circumstances arise the decision on whether the school will open or not will be made by the Executive Head Teacher (in their absence the Head of School) after consulting with the Executive Business Manager in relation to the safety of the site.

1. The Decision to Close

1.1 The Executive Head Teacher will undertake a risk assessment in liaison with the Executive Business Manager before making a decision on school closure. The factors to be taken account of include –

- The school environment – accessibility, health & safety, heating, water & other utilities, provision of canteen facilities
- Number of staff able to attend
- Transport conditions to and from school at the start and end of the day
- Number of students likely to be able to attend

1.2 In the event of circumstances that may lead to closure of the school, staff are expected to do all that they reasonably and safely can to get to work. Staff who cannot safely attend or who are going to be delayed must contact the staff absence line by 6.45am.

2. In the event of closure

2.1 Executive Head Teacher to –

- Inform the Chair of Governors
- Inform SLT

2.2 Business Manager to arrange –

- E-mail school staff (including Catering contractors and Welling Utd)
- E-mail and Text/App message parents/carers
- An update on school web site and via social media
- Contact school bus and PD transport providers
- Arrange for 'School Closed' signs to be put on school gates
- Ensure other users of the site such as letting users are informed.

During a period of ongoing closure these items will be repeated on a daily basis and then updated when the school is reopened.

2.3 School closure during a school day

If the school opens in the morning every effort will be made to keep the school open until the normal end of the school day at 3pm, whilst ensuring as far as possible that students will be able to travel home safely at the end of the day. Should it become necessary to close the school during the day no student will be permitted to leave without permission from parents/carers –

- Parents/carers will be contacted by e-mail and text.
- Parents/carers should ensure they complete the emergency closure question to indicate whether they are happy for the student to make their own way home in the event of school closure, when contact details are provided to the school and when details are updated annually.
- Where permission has not been provided the school will contact students emergency contacts to request that students are collected from school.

2.4 Stakeholders Information

WHO	HOW
Parents/carers and students	<ul style="list-style-type: none"> - Announcement on School's website - Email/text/app message from the school - School twitter message - Notices on school gates/entrance points
School Staff and catering contractors	<ul style="list-style-type: none"> - notified via telephone by their line managers (line managers must ensure they have up-to-date contact details for their staff) - email from Business Manager - as for parents (above)
Visitors/contractors/ lettees	<ul style="list-style-type: none"> - staff expecting visitors should notify them directly - premises manager to notify any contractors due to attend - Facilities Support Manager to notify any organisations with lettings bookings

3. Remote learning

If the school is closed for any reason during term time the school will switch to remote learning via Google Classroom and students and parents will be advised accordingly.

4. Public examinations in severe weather conditions

Please note the following arrangements in the event that there are external examinations at a time of possible closure due to severe weather.

3.1 We will do all we reasonably can to ensure that examinations take place as scheduled. In the exceptional circumstances of full or partial closure, and/or if the routine invigilation team are unable to attend, **teaching staff able to attend will be expected to assist with the invigilation of public exams.**

3.2 We will place a notice on the school website, as early as possible, to let students know whether the exam/s will take place.

3.3 If in doubt, and if conditions are such that they are able to do so, students should come into school on the day of their examination ready and prepared to sit their exam.

3.4 If an examination is cancelled due to school closure, or a student is unable to attend an examination due to severe weather conditions, the student will be entitled to sit the examination/s in the summer instead.

Note: Also see Exam Contingency Policy