

Severndale
Specialist Academy



Extreme Weather Academy Closure Policy

Policy proposed: Autumn term 2019

Policy to be reviewed: Autumn term 2020

Contents

1. Introduction	page. 3
2. Closure outside of the school day	page. 3
3. Closures within the school day	page. 3-4
4. Decision to close the academy	page. 4
5. Satellite Centres	page. 4
6. Safety of the site	page. 4
7. Note to Severndale Employees	page. 5

1. Introduction

In the case of extreme weather, any decision whether or not to close the academy will be taken as early as possible. The Principal will consult with Site Services at 6:30am and make a decision about whether the academy will remain open. In the event of disruption caused by extreme weather the primary concern of the academy must always be the safety of the pupils and staff. Each academy closure is logged on a daily basis after reassessment of conditions of the site and the surrounding area and the supervision of pupils.

The decision to close the academy will be made by the Principal, and will only close if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the academy running safely
2. Conditions on-site are dangerous
3. Conditions are considered to be or are anticipated to later become too hazardous to travel

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

Once a decision has been made to close the academy, the following actions will take place to ensure that parents/carers, staff and the wider community are aware of the academy closure:

- As a primary communication method a text message/email (via Squad in Touch) will be sent to the main contact of pupils. This method of communication will also be used to contact academy staff to inform them of closures. ***It is important to inform the academy of any changes to contact details.***
- Shropshire Council will be informed; the Council's website will be immediately updated. All local radio stations will be linked to this so that they can all relay the most up-to-date information out to the public at the same time
- The Severndale Specialist Academy website www.severndaleschool.org will be updated with information on closures
- The academy will inform the Department of Education (DfE) of the closure

3. Emergency Closures within the school day

If the academy has to be closed during the day, the Administration Team will contact parents/carers to inform them of the closure. The academy will also work with the Transport Department at Shropshire Council to organise the safe transportation of our pupil's home addresses. The academy's main aim is to ensure the safety of the pupils on the academy premises whilst waiting to be collected.

If parents/carers contact the academy requesting to collect their son/daughter early due to the weather, and the decision has not been made to close the academy, the requests will be considered on an individual basis, by the Principal.

Parents/carers should advise the academy if their son/daughter will be late due to adverse weather conditions. If the academy is open but parents/carers have assumed it is closed, the absence will be marked as unauthorised, unless the Principal is satisfied that there are exceptional circumstances.

4. Severndale @ Mary Webb and Futures - Shrewsbury College

Closures at the academy's satellite centres will be communicated in the same way as the Monkmoor Campus.

5. Decisions to close the academy

The decision to close the academy is a serious one. Our main consideration will always be the health and safety of our pupils and staff. Please be aware that all schools and academies are different and can be affected by such situations in different ways.

Hopefully, it will not be necessary to close the academy 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 academy by completing a 'change to contact details form' available from Reception or from your child's class teacher, the Administration Team will then update the system with the new number.

6. Safety of the site – snow and ice

Due to the expanse of the site it is recognised that it is impossible to immediately clear snow and ice from the many pathways on all sites. However the Site Service Team will prioritise clearing ice and snow from key access, egress and routes throughout the site.

7. NOTE TO SEVERNDALE EMPLOYEES

The academy will endeavour to stay open, however in the event of adverse weather it may be necessary to make a decision to close.

Academy closure procedure:

- As a primary communication method a text message/email (via Squad in Touch) will be sent to your mobile number.
- Shropshire Council will be informed; the Council's website will be immediately updated. All local radio stations will be linked to this so that they can all relay the most up-to-date information out to the public at the same time.
- The Severndale Specialist Academy website www.severndaleschool.org will be updated with information on closures.

It is recognised that adverse weather conditions will, at times make travel to and from work difficult. However, employees are expected to make reasonable efforts to reach their work place. If the satellite centres are closed but Monkmoor Campus is open, the expectation is Mary Webb and Futures staff to work at the Monkmoor Campus.

Staff will be notified directly by text when the academy will reopen. If you change your contact details please ensure you inform the HR Administrator.