



St Ursula's E-Act Academy

EXTREME WEATHER POLICY

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1 Introduction

1.1 Every attempt is made to ensure continuity of education, but there may be extreme conditions when it is not possible to open the Academy for safety reasons. Alternatively, there may be circumstances where deteriorating weather conditions enforce a decision to close the Academy early. In such circumstances the following procedures will be followed.

2 Forecasts of Extreme Weather

2.1 In the event of forecasts of extreme weather conditions, such as heavy snow, which may lead to road closures and transport disruption, staff and students will be put onto “weather alert” footing. This will involve informing them of the steps that will be taken in the event of a closure being unavoidable.

2.2 In such circumstances, staff and students and parents will be made aware of the methods of communication that will be used to confirm a closure before the start of a Academy day, and staff will be asked to prepare work for students to undertake should the Academy be closed.

3 Closure before the start of School day

3.1 A decision to close St Ursula’s will, where possible, be made before 7.00am. Such a decision will be based on the most up-to-date information available, local road and weather conditions, transport and traffic delays, the number of teaching staff who are able to get to the academy and weather forecasts for the immediate future.

3.2 If the Academy is to be closed, local radio stations will be informed and will broadcast information about the closure. A message will also be posted on the Academy’s website.

3.3 In addition SMT will contact the Kitchen Manager, in order to allow deliveries to be postponed.

3.4 If it is possible for the answering service to have a message recorded about the closure this will be undertaken. If it is not possible for relevant staff to get to Academy to administer this, the out-of-hours “Academy closed” message will remain as the default setting.

3.5 Staff will be informed according to a “communications tree” to ensure that they are aware of the closure.

4 Closure during the School Day

4.1 A decision about an early closure may have to be made by the Senior Management Team. Such a decision will be based on discussion with the Chair of Governors and information on local traffic and weather reports.

4.2 Parents and staff will be notified of the closure time.

4.3 Parents will be emailed / telephoned to be told about the academy closure.

4.4 St Ursula's Academy will remain open and staffed until the last students are able to leave the site.

5. Reopening after an emergency closure

5.1 A decision to re-open St Ursula's after a forced emergency closure will be made, where possible, before 7.00 a.m. Such a decision will be based on the most up-to-date information available on local weather and road conditions, transport and traffic delays and weather forecasts for the immediate future.

5.2 Radio stations will not announce re-openings; therefore, staff and students should understand that unless the Academy is listed as being closed it is likely to be open as normal.

5.3 A message will be posted on the academy's website.

5.4 As soon as a member of the Reception Team arrives at the Academy, the night service message will be altered, so that anyone ringing in will know the Academy is open.

This policy was ratified by the Local Governing Body on:

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This policy will be reviewed by:

.....(Date)

Lead Manager:

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