SCHOOL CLOSURE POLICY
(INCLUDING EXTREME WEATHER CONDITIONS)

Introduction

This policy documents the procedures to be adopted in the case of school closure, including due to severe weather conditions.

There is a duty on Governors and on the City Council to provide an educational service for children and young people. The school will endeavour to keep the school open however in extreme conditions a decision may be made by the Principal to close the school.

In the absence or unavailability of the Principal, the school should ensure that the pre-agreed nominee is familiar with this advice and can act on their behalf.

1. School closure (including extreme weather conditions)

In the event of School Closure (including extreme weather conditions), the Assistant Director for Education will liaise with the Civil Protection Unit and the Emergency Services and other Council Departments, to offer advice to the School Emergency Management Team. If this advice is to recommend that schools in general close, this will be given out by local radio stations to help parents. Other local media will be asked to carry the same message.

2. Closure assessment criteria

The Principal, in consultation where practicable with the Chair of Governors, should assess the situation. In their assessment they should take account of:

(a) The safety and the accessibility of the site and surrounding area

(b) The availability of heat, light, power and water

(c) Availability of staff

(d) Availability of meals

3. Communication of decision

The decision of school closure should be taken at an appropriate time, preferably the day before any closure, and should allow for adequate communication of the decision to parents and pupils. Parents should be requested not to telephone the media as this may impede communication between schools and the radio station. In the event that weather conditions deteriorate overnight, the Principal will liaise with the Site Team, to check out the conditions against the above criteria. Once the decision to close the school has been made, the Principal will:

(a) Complete the proforma and pass this information to the local radio stations, preferably via fax or email. If neither of these options are available to you, please telephone the station with the appropriate information.

BBC Radio Devon – 103.4 FM
Fax: 01752 234599
Tel: 01752 229201
Email: radio.devon@bbc.co.uk

BBC Radio Cornwall – 95.2 FM
Fax: 01872 240679
Tel: 01872 275421
Email: radio.cornwall@bbc.co.uk

Heart – 97.0 FM
Fax: 01752 275649
Tel: 01752 275642
Email: news.plymouth@heart.co.uk

The information includes:

- Name and address of school
- The DFE school code – this is a vital piece of information because the radio stations will not broadcast your message unless they are able to confirm its content and the process for this confirmation is through the use of the DFE school code
- Your name and contact telephone number
- Brief details and the instructions or message that you would like relaying, including, if possible, expected date of reopening

(b) Inform the Assistant Director of Education so that an up-to-date overview of which schools are closed (including those adversely affected by the weather) either partially or fully, is held by the Council

(c) Inform other site users and any pre-arranged visitors

4. For staff

If conditions prevent staff from getting to school, they should telephone their line manager and say that you intend to remain at home but will be available for duty.

5. Special school transport

If conditions deteriorate during the school day, decisions made at school level should be made known to Assistant Director of Education who will notify the School Transport Team to advise the transport providers. Equally, information from school transport providers will be shared with schools to enable local decisions to be taken.

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To be relayed to:

	Name and address of school
	Marine Academy Plymouth **Trevithick Road** **Plymouth** **PL5 2AF**
DCSF school code number	**879/6906 and 879/2021**
Your name and contact number	
Date	
Brief details of closure	
Expected date of re-opening	
Signature of person completing the form	
Position held within school	