



Cleeve
Park
School

Emergency Closure Policy December 2020

Policy to be reviewed December 2021

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 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 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 –

- Update OPENCHECK web site
- E-mail and Text/App message parents
- E-mail school staff
- Arrange for an update on school web site
- Add message to school twitter account
- Contact school bus and PD transport providers
- Arrange for 'School Closed' signs to be put on school gates
- Inform catering contractors

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

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/guardians –

- Parents will be contacted by e-mail and text.
- Parents should ensure they complete the emergency closure box in the front of their sons/daughters contact books if they are happy for the student to make their own way home in the event of school closure.
- Where permission has not been provided in the contact book 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 via Schools OpenCheck - http://map.lgfl.org.uk/opencheck/default.aspx?la=303 (links and further information on both http://www.cleevepark-tkat.org) under Quick Links <ul style="list-style-type: none"> - Announcement on School's website - School twitter message - Ring 020 8408 7508, key in 303 4030 (DfE number) - Policy sent out annually - Notices on school gates/entrance points
School Staff	<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	<ul style="list-style-type: none"> - staff expecting visitors should notify them directly

Please note that the following advice on how to find out if the school is open or not is published in the Autumn term newsletter and via the web site. The advice applies equally to staff.

ARRANGEMENTS IN THE EVENT OF SCHOOL CLOSURE

Severe weather conditions or unexpected events

Circumstances can arise from time to time when it becomes necessary to close the school due to inclement weather or other unforeseen events.

In the event of severe weather etc we shall do everything we can to remain open but if at any time you wish to check if the school is open, you may do so in the following ways.

1. School Open Check System: In order to allow parents to see whether the school is open or closed on any given day, we take part in a web based service called the Schools Open Check System. By logging on to the Open Check website you will be able to find out if we are open or closed. You can view the website:

At <http://map.lgfl.org.uk/opencheck/default.aspx?la=303>; or
Click on the Open Check link on the school website: www.cleevepark-tkat.org; or

Click on the 'School closures' link on the 'Schools & Colleges' section of the Bexley council website: www.bexley.gov.uk/index.aspx?articleid=489

2. **The school web site** www.cleevepark-tkat.org
3. **If you do not have internet access:** For parents without access to the internet, the status of the school can be checked by calling **020 8408 7508** and keying in the school DfE code: 303/4030, or phone the Contact Centre on **020 8303 7777**.
4. **In addition:** If all else fails, telephone the school Reception: **020 8302 6418**.

At times of school closure please check the school website for regular updates.

Please do not rely on radio broadcasts for specific information about Cleeve Park School.

End of Message to Parents

3. 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. This advice has also been issued to parents and students.

3.1 We will do all we reasonably can to ensure that examination/s 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 endeavour to place a notice on the Open Check website and 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.

<p>To be reviewed: December 2021 To be reviewed by: Executive Business Manager</p>
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