

### **Emergency Academy Closure Policy**

This policy applies to closure once the academy has already opened. The safety of the students and staff are paramount. The academy will try to stay open as far as possible. In the event of adverse weather, decision-making sources range from Integrated Transport Coordinator, bus and taxi companies, local news and the wider community grapevine. The decision lies with the Principal in consultation with the Chair of Governors.

If the decision to close the academy early is taken the following procedure will apply:-

1. The academy bells will sound continuously. Students should then proceed to form classrooms. **Form tutors must keep all their students in the form room** unless otherwise instructed by HoS or PL. In such exceptional circumstances, staff will not take breaks / lunchtimes as normal either.
2. Assistant Tutors and supply staff to cover for absent Form Tutors.
3. **Communication:**
  - ✓ Eileen Chapman to contact Transport Co-ordinator regarding buses/taxis (or transport firms directly).
  - ✓ Allison Redshaw to contact Local Authority & radio stations.
  - ✓ Jean Canwell to contact any planned visitors, College & Library etc.
  - ✓ Dave Powley to notify cleaners and kitchen staff.
4. All SLT to report to the small atrium.
5. All Assistant Tutors not covering for absent tutors/SLT to report to the small atrium. They will be issued with form tutor list / location, class lists and sets of permission slips from Main office (detailing name & form class, permission from parent, mode of travel, signature.). These must be delivered to form rooms by team of assistant tutors in each small school.
  - School of Innovation
  - School of Aspiration
  - School of Motivation
  - School of Inspiration
6. Assistant tutors then to return to Main Office. Information from parents calling to reception (by phone or personally) to give permission for students to go home must be relayed by support staff to form rooms.

7. Information to form tutor regarding permission to go home comes from 2 sources - pre-printed on class list or relayed from Main Office.
8. HOWEVER, NO STUDENT LEAVES THE FORM ROOM OR ACADEMY SITE WITHOUT A PERSONALISED SLIP SIGNED BY THE HEAD OF SCHOOL.
9. The Head of School circulates around form rooms to sign the slips of students that have permission to leave (as recorded by the form tutor). Students may then start to depart. L Halbert, M O'Neill and A Redshaw to remain in the small atrium to maintain order.
10. Form tutor to record on a list the time and permission when students depart.
11. Students must show their permission slips to SLT at main student exit.
12. If integrated transport is running students make their way to the buses supervised by assistant tutors.
13. If integrated transport is not running students who travel by a contract bus or by taxi WHO HAVE NOT GOT PERMISSION TO MAKE THEIR OWN WAY HOME should congregate in the large atrium as directed by Head of School. Large atrium to be supervised by SLT/Assistant Tutors.
14. All other students will be collected and supervised by HoS and go to the large atrium until contact is made with parent and we establish how they are being released to a safe place away from academy.
15. REMEMBER, NO STUDENT LEAVES THE FORM ROOM OR ACADEMY SITE WITHOUT A PERSONALISED SLIP SIGNED BY THE HEAD OF SCHOOL.
16. If they have a particular problem, staff should consult with L Halbert if seeking permission to go home before being notified by SLT.
17. Members of the Senior Leadership Team will remain in academy until all students have been collected.